U.S. Department of Transportation
United States Coast Guard

Commandant
United States Coast Guard

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COMDTNOTE 1414
DEC 30 2002

COMMANDANT NOTICE 1414 CANCELLED: DEC 29 2003

Subj: CH-4 TO THE ENLISTED PERFORMANCE QUALIFICATIONS MANUAL, COMDTINST M1414.8C

1. PURPOSE. This Notice publishes changes to the Enlisted Performance Qualifications Manual, COMDTINST M1414.8C.

2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. Internet release is authorized.

3. DIRECTIVES AFFECTED. None.

4. SUMMARY OF CHANGES. This Notice updates or establishes the Enlisted Performance Qualifications for BM, ET, IT, and OS ratings and deletes the Enlisted Performance Qualifications for QM, FT, TT, RD and TC ratings.

DISTRIBUTION – SDL No. 140

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	2	2	2		2	2	1		1	1		1	1	1	1	1	1		1		1					
B		8	20	1	4	5		3	1	3	2	15	2	30	1	1	2	30	2	2	10	1	3	1	2	1
C	2	1	1	2	1	1		1	1		2	1	1	1	1		1	1		1	1	1	1			1
D	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1
E	1							1		1	2	1		1	1		1			1			1	1		
F																										
G																										
H																										

NON-STANDARD DISTRIBUTION:

5. PROCEDURES.

   a. Remove and insert the following pages:

Remove	Insert
Tab 6, pages 1 thru 11	Tab 6, pages 1 thru 12
Tab 9, pages 1 thru 18	Tab 9, pages 1 thru 44
Tab 14 (Vacant)	Tab 14, pages 1 thru 15
Tab 19 (Vacant)	Tab 19, pages 1 thru 14
Tab 11, pages 1 thru 13	(Leave Vacant)
Tab 22, pages 1 thru 12	(Leave Vacant)
Tab 23, pages 1 thru 13	(Leave Vacant)
Tab 25, pages 1 thru 27	(Leave Vacant)

6. FORMS AVAILABILITY. Current up to date copies of CG Form 3303Cs for each rating are available on the World Wide Web at the following address: http://www.uscg.mil/HQ/G-W/G-WT/G-WTT/G-WTT-2/TRAPOL/QUALS.HTM.

R. J. PAPP /s/
Rear Admiral, U.S. Coast Guard
Director of Reserve and Training

Encl: (1) CH-4 to the Enlisted Performance Qualifications Manual, COMDTINST M1414.8C

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-3303C-6 (Rev. 11-02)	**RECORD OF PERFORMANCE QUALIFICATIONS** **BM**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new performance qualifications assigned to their rating. Performance qualifications previously demonstrated, dated and initialed off will not be recertified. Some performance qualifications include intent statements to help clarify the requirements of the task that is to be performed.

Members are required to pass the NAVRULES test or an approved Rules of the Road course prior to advancement to BM2.

RATING	**ABBREVIATION**
BOATSWAIN'S MATE (Effective for the NOV 2003 Active Duty and the OCT 2003 Reserve SWE)	BM

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4	**E-5**	**E-6**
E-7	**E-8**	**E-9**

NAME *(Last, First, Middle Initial)*	**SOCIAL SECURITY NUMBER**

SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

RATING: BOATSWAIN'S MATE	INIT	DATE

A. ADMINISTRATION

4.01 **MAINTAIN** department or division technical publications IAW publishers' procedures.

5.01 **PREPARE** the following reports for submission:

a. Ammunition Transaction Report (ATR) and Periodic Lot Report (PLR) IAW Conventional Ordnance and Stockpile Management NAVSUP P-724 and the Ordnance Manual, COMDTINST M8000.2 (series).
b. AOPS-WEB/TMT IAW on-line instructions http://aops.osc.uscg.mil.
c. Boat inspection reports IAW Naval Engineering Manual, COMDTINST M9000.6 (series) and Boat Inspection Report (CG Form 3022).

5.02 **SUBMIT** a requisition for supply and/or services IAW FINCEN SOP, M7000.1 (series), Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series) and the Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series).

5.03 **PREPARE** the following message traffic for submission:

a. LE SITREP IAW the Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) and the Situation Reports (SITREPS), COMDTINST 16125.1 (series).
b. SAR SITREP IAW U.S. Coast Guard Addendum to the United States National Search And Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series) and the Situation Reports (SITREPS), COMDTINST 16125.1 (series)

5.04 **SEND** and **RECEIVE** record message traffic IAW Telecommunications Manual (TCM), COMDTINST M2000.3 (series).

6.01 **VERIFY** proper data entry in the following programs:

a. MISLE IAW mislenet.osc.uscg.mil.
b. SARMIS IAW SARMIS On-line instructions.
c. CMPLUS IAW Supply Policies and Procedures Manual (SPPM), COMDTINST M4400.19 (series) and the CMPLUS User Guide.
d. AOPS-WEB/TMT IAW on-line instructions http://aops.osc.uscg.mil.

6.02 **PREPARE** department of division for MLC Compliance Inspection IAW applicable references contained within the MLC Compliance Checklist.

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6.03 **PROCURE** supplies and/or services IAW FINCEN SOP M7000.1 (series), Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series) and the Simplified Acquisitions Procedures Handbook, COMDTINST M4200.13 (series).

INTENT: Given a written request for supplies or services determine the correct source of supply and the correct acquisition method to procure the services or supplies.

6.04 **REVIEW** Enlisted Dining Facility reports for accuracy IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).

7.01 **VERIFY** a member's eligibility for a security clearance IAW the Coast Guard Military Personnel Security Program, COMDTINST M5520.12 (series).

7.02 **CONDUCT** a command security brief and debrief IAW the Coast Guard Military Personnel Security Program, COMDTINST M5520.12 (series).

B. OPERATIONS AND SEAMANSHIP

4.01 Given the light list, charts, and local notice to mariners, **VERIFY** the characteristics of navigational aids IAW the United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series) and Bowditch (Pub No. 9).

4.02 **SPLICE** an eye in the following lines IAW Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and Aids to Navigation Manual - Seamanship, COMDTINST M16500.21 (series)

a. Double braided nylon.
b. Three strand line.

4.03 **SEIZE/WHIP** the following IAW Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and Aids to Navigation Manual - Seamanship, COMDTINST M16500.21 (series).

a. Wire Rope.
b. Line.

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4.04 **SELECT** the appropriate rigging hardware for the following applications IAW Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Aids to Navigation Manual - Seamanship, COMDTINST M16500.21 (series) and NTSM 582:

a. Tow a vessel
b. Secure an object to a deck
c. Move an object horizontally
d. Move an object vertically

4.05 **RIG** and **OPERATE** the following:

a. Boatswain's chair IAW BM3 CG Institute correspondence course and the Ashley Book of Knots.
b. Staging IAW BM3 CG Institute correspondence course.
c. Wire or Fiber block and tackle system IAW Aids to Navigation Manual - Seamanship, COMDTINST M16500.21 (series).

4.06 **PERFORM** duties as boat crewman IAW Boat Crew Training Manual, COMDTINST M16114.9 (series).

4.07 **PERFORM** duties as QMOW IAW PQS/JQR and unit requirements.

4.08 **BRIEF** personnel prior to and after the following:

a. Entering/Leaving a port IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series) or U. S. Coast Guard Station Operations Manual, COMDTINST M3100.6 (series).
b. A Deck evolution IAW Unit Standard Operating Procedures or Coast Guard Navigation Standards, COMDTINST M3530.2 (series).

5.01 **PERFORM** as a qualified Coxswain on a boat listed IAW Boat Crew Training Manual, COMDTINST M16114.9 (series) **OR** as a qualified Deck Watch Officer on any cutter IAW Personnel Qualification Standard – Officer of the Deck (OOD), COMDTINST M3502.5 (series) **OR** as a qualified QMOW on any cutter IAW PQS/JQR and unit requirements.

6.01 **PERFORM** as a certified coxswain on a boat listed IAW Boat Crew Training Manual, COMDTINST M16114.9 (series) **OR** as a certified Deck Watch Officer on any cutter IAW Personnel Qualification Standard – Officer of the Deck (OOD), COMDTINST M3502.5 (series).

8.01 **PERFORM** as a Deck Watch Officer on any cutter IAW Personnel Qualification Standard – Officer of the Deck (OOD), COMDTINST M3502.5 (series) and unit requirements.

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C. PILOTING AND NAVIGATION

4.01 **MAINTAIN** charts and publications as required by the Coast Guard Navigation Standards, COMDTINST M3530.2 (series) or unit SOP IAW NIMA CATP2VOL1U and Nautical Chart and Publications Allowance for Cutters, COMDTINST M3140.5 (series).

4.02 **MAINTAIN** the following unit logs and forms as required:

a. Unit Deck Logs IAW United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series) and Unit SOP.
b. Radio Log IAW Telecommunications Manual (TCM), COMDTINST M2000.3 (series).
c. DC Closure Log IAW NSTM 079.
d. Deviation Table IAW CG Form 2596 and NSTM's.

4.03 **SOLVE** basic maneuvering board problems for course, speed, closest point of approach (CPA), time of closest point of approach (CPA), and true wind as outlined in Maneuvering Board Manual Pub No. 217.

4.04 **PERFORM** the following tasks on a radar receiver IAW the manufacturer's operating instructions and Unit SOP:

a. Tune radar for maximum display performance.
b. Interpret radar display data for meeting, overtaking, crossing situations, and closest point of approach (CPA).

4.05 **COMPUTE** the following:

a. Sunrise and sunset IAW Nautical Almanac and electronic media.
b. Tide and currents IAW Tide and Current tables and electronic media.

4.06 **COMPUTE** gyro/compass error using Sight Reduction Tables for Marine Navigation, PUB No. 229, and the Nautical Almanac IAW Bowditch, Pub No. 9, or Dutton's Navigation and Piloting by the following means or methods:

a. Azimuth of the sun.
b. Amplitude of the sun.
c. Terrestrial range.
d. Trial and error.

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4.07 **PERFORM** the following tasks on a GPS/DGPS receiver and/or authorized unit navigation system IAW the manufacturer's operating instructions and Unit SOP:

a. Determine Latitude and Longitude.
b. Establish waypoints and routes.
c. Establish alarm-warning areas.
d. Determine position of man overboard
e. Determine cross track error.

4.08 **FIX** the vessels position using all means available IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series), Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and Bodwitch, Pub No. 9:

a. Electronics (radar, DGPS, LORAN).
b. Visual LOPs.
c. Bottom contouring.

INTENT: Given a properly prepared chart, determine the vessels position on the chart using all methods available to the unit. Demonstrate proficiency in plotting fixes on the chart.

4.09 **PLOT** a small boats course of travel in restricted waters applying standard navigation principles IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series), Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and Bowditch, PUB No. 9.

INTENT: Given a properly prepared chart, perform all functions described in the applicable reference, such as: plotting fixes, plotting a DR vector, determining set and drift, determining turn bearings and ranges, determining time to turn, course to steer, nearest hazard to navigation, nearest aid to navigation, etc….

4.10 **PREPARE** harbor and open ocean charts IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series), and Bowditch, PUB No. 9.

4.11 **CONSTRUCT** a trackline using tactical data (advance and transfer) IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series), Dutton's and Bowditch, PUB No. 9.

4.12 **CONDUCT** routine voice communications IAW Radiotelephone Communications Handbook, COMDTINST M2300.7 (series) and Telecommunications Manual (TCM), COMDTINST M2000.3 (series).

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4.13 ENCODE Flag Signals IAW International Code of Signals, Pub 102, to include from memory the following critical signals:

a. I have a diver down; keep well clear at slow speed.
b. I am taking in, or discharging, or carrying dangerous goods.
c. Keep clear of me; I am maneuvering with difficulty.
d. I have a pilot onboard.
e. Man overboard.

4.14 DECODE Flag Signals IAW International Code of Signals, Pub 102, to include from memory the following critical signals:

a. Alfa.
b. Bravo.
c. Delta.
d. Hotel.
e. Oscar.

4.15 IDENTIFY international signal flags from memory IAW International Code of Signals, Pub 102.

4.16 SEND and **RECEIVE** international flag hoist signals IAW International Code of Signals, Pub 102.

5.01 CONDUCT operational checks on navigational equipment prior to getting underway IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series) and the Boat Operators Handbook.

5.02 SOLVE maneuvering board problems for intercept, avoidance, and desired wind IAW Maneuvering Board Manual, Pub 217.

5.03 PLOT a vessel's (65ft or larger) course of travel in restricted waters applying standard navigation principles IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series), and Bowditch, PUB No. 9.

6.01 PARTICIPATE in precision anchoring IAW FXP-4, MOB-N-5-SF and MOB- S-3-SF, Bowditch, Pub No. 9, NSTM 581 (Anchoring) or Unit SOP in the following positions:

a. Nav Evaluator.
b. Nav Plotter.
c. Forecastle Anchor detail.

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6.02 **PARTICIPATE** in low visibility navigation IAW FXP-4, MOB-N-6-SF, Bowditch, Pub No.9, or Unit SOP in the following positions:

a. Nav Evaluator.
b. Nav Plotter.

D. MAINTENANCE

4.01 **MAINTAIN** cutter and/or small boat surfaces to include hull, underwater body, decks, and all related fittings and equipment (interior/exterior) IAW Coatings and Color Manual, COMDTINST M10360.3 (series) and Boat Operators Handbook.

4.02 **VERIFY** small boat is properly outfitted and operational IAW Boat Operators Handbook, Boat Outfit List, and/or Unit checklist.

4.03 **CONDUCT** preventative maintenance on the following IAW the PMS Plan:

a. Small boat equipment IAW Boat Operators Handbook, Manufacturers Technical Publications, and NSTM's.
b. Rescue and survival gear IAW Rescue and Survival Systems Manual, COMDTINST M10470.10 (series).
c. Shore structures IAW Civil Engineering Manual, COMDTINST M11000.11 (series), and Coatings and Color Manual, COMDTINST M10360.3 (series).
d. Deck equipment IAW Manufacturers Technical Publications and NSTM's.
e. Tools IAW Manufacturers Technical Publications and NSTM's.
f. Bridge equipment IAW Manufacturers Technical Publications and NSTM 420.
g. Standing Rigging IAW Manufacturers Technical Publications and NSTM's.
h. Ground tackle IAW Manufacturers Technical Publications and NSTM's.

4.04 **CONDUCT** a safety inspection of unit's load-handling equipment for safety and operability IAW Manufacturers Technical Publications, NSTM's, and Naval Engineering Manual, COMDTINST M9000.6 (series).

5.01 **INSPECT** the material condition of all attached small boats IAW Coatings and Color Manual, COMDTINST M10360.3 (series), Naval Engineering Manual, COMDTINST M9000.6 (series), Boat Operators Handbook, and the Motor Lifeboat (MLB) & Utility Boat (UTB) Standardization Program Manual, COMDTINST M16114.24 (series).

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5.02 MAINTAIN the following programs:

a. Respiratory Protection IAW Technical Guide: Practices for Respiratory Protection, COMDTINST M6260.2 (series).
b. Hearing Conservation IAW Safety and Environmental Health Manual, COMDTINST M5100.47 (series).

5.03 MAINTAIN hull history and/or boat record IAW Naval Engineering Manual, COMDTINST M9000.6 (series) and Boat Management Manual, COMDTINST M16114.4 (series)

5.04 MAINTAIN paint/flammable storage locker IAW Coatings and Color Manual, COMDTINST M10360.3 (series), NSTM 670, and Naval Engineering Manual, COMDTINST M9000.6 (series).

6.01 MAINTAIN PMS schedules for department or division IAW Naval Engineering Manual, COMDTINST M9000.6 (series), and Manufacturers Technical Publications.

6.02 CONDUCT a First Level inspection on unit's load-handling equipment for safety of operability IAW Naval Engineering Manual, COMDTINST M9000.6 (series).

E. ORDNANCE

5.01 MAINTAIN unit's small arms, ammunition and/or pyrotechnics including lockers, logs, and related equipment IAW Ordnance Manual, COMDTINST M8000.2 (series), Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series), Physical Security and Force Protection Program, COMDTINST M5530.1 (series), and the Ordnance Publication Index, COMDTINST M8000.3 (series).

F. TRAINING

5.01 MENTOR an unqualified individual within your department or division through the watch station qualification process using applicable PQS/JQR IAW applicable unit qualification standards.

6.01 MANAGE departmental or divisional training program IAW Cutter Training and Qualifications Manual, COMDTINST M3502.4 (series) and/or U. S. Coast Guard Station Operations Manual, COMDTINST M3100.6 (series).

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8.01 Having personally reviewed the E-4 through E-9 Boatswain's Mate Qualification Codes for accuracy and currency, **SUBMIT** recommendations in writing to Commandant (G-ORW) IAW Coast Guard Enlisted Qualification Codes Manual, COMDTINST M1414.9 (series).

9.01 Having personally reviewed the E-4 through E-9 Boatswain's Mate Enlisted Performance Qualifications for accuracy and currency, **SUBMIT** recommendations in writing to Commandant (G-ORW) IAW Coast Guard Enlisted Qualifications Manual, COMDTINST M1414.8 (series).

G. HONORS AND CEREMONIES

4.01 **PERFORM** required honors, ceremonies, and customs relating to the following routine occurrences IAW Naval Telecommunication Procedures, NTP 13 (series) and United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series), Chapter 14:

a. Rigging and displaying of flags and pennants.
b. Boatswains calls IAW Coast Guard Institute Honors and Ceremonies Course.
c. Colors.
d. Passing honors.
e. Arrival/Departure of officials.

5.01 **PERFORM** required honors, ceremonies, and customs relating to the following unique occasions IAW Naval Telecommunication Procedures, NTP 13 (series) and United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series), Chapter 14:

a. Memorial Day
b. Presidents Day
c. Independence Day

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6.01 REVIEW requirements required to conduct honors, ceremonies, and customs relating to the following unique occasions IAW Naval Telecommunication Procedures, NTP 13 (series) and United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series), Chapter 14: a. Arrival/Departure of President of the United States or Cabinet Level Officials. b. Arrival/Departure of foreign dignitaries. c. Passing Washington's Tomb or the USS ARIZONA Memorial. d. Change of Command ceremony. e. Full Dress Ship. f. Dress Ship.		

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DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-3303C-9 (Rev. 11-02)	**RECORD OF PERFORMANCE QUALIFICATIONS ET**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new performance qualifications assigned to their rating. Performance qualifications previously demonstrated, dated and initialed off will not be recertified. Some performance qualifications include intent statements to help clarify the requirements of the task that is to be performed.

RATING	**ABBREVIATION**
ELECTRONICS TECHNICIAN (Effective for the NOV 2003 Active Duty and the OCT 2003 Reserve SWE)	ET

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4	**E-5**	**E-6**
E-7	**E-8**	**E-9**

NAME *(Last, First, Middle Initial)*	**SOCIAL SECURITY NUMBER**

SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

RATING: ELECTRONICS TECHNICIAN	INIT	DATE

A. MAINTENANCE & ADMINISTRATION

4.01 **OBTAIN** parts and assemblies from inventory per the CMPlus User's Guide, and MICA

Intent: *The technician must be able to access the CMPlus system, locate the required part or assembly, verify the correct part listing, identify storage location, and quantity available. The technician must be able to retrieve the part from storage, verify correct, and make entries into CMPlus to subtract part from inventory.*

4.02 **OBTAIN** work assignments from the CMPlus database per the CMPlus User's Guide.

Intent: *The technician must be able to access the CMPlus system and print out all daily and weekly work requirements for his employee/position. Work assignments include all system generated PMS requirements, repair orders and any supervisor assignments manually entered into the system.*

4.03 **RECORD** maintenance actions (completed and deferred) into the CMPlus database per the CMPlus User's Guide.

Intent: *The technician must be able to access the CMPlus system, download data from a portable bar code reader or manually enter data on completed or deferred preventive or corrective maintenance actions.*

5.01 **UPDATE** ship's/unit's drawings and blueprints to match as-built configuration IAW Naval Engineering Manual, COMDTINST 9000.6 (series) or Civil Engineering Manual, COMDTINST M11000.11 (series), and applicable MLC instructions.

Intent: *Identify available drawings (and note missing drawings) and compare recorded (drawing) information to the actual installation. The technician must redline drawings and submit for correction following current policy.*

5.02 **REPORT** an equipment casualty as per Operational Reports, NWP 1-03-1, Casualty Reporting (CASREP) Procedures (Materiel), COMDTINST M3501.3 (series), and MLC Standard Operating Procedures.

Intent: *Understand the requirements for CASREPS, CASCORS, and UPDATES, how to draft Initial, Update, Correction, and Cancellation messages, and route through chain of command for release.*

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5.03 **AUDIT** the spare parts and modules inventory authorized by the MICA per the Electronics Manual, COMDTINST M10550.25 (series) and the CMPlus User's Guide.

Intent: *Conduct a spot-check of inventory accuracy. Randomly select at least 5% of items allowed in inventory and compare the recorded quantity and location with the actual quantity and location and update records as required.*

5.04 **PROCURE** spare parts, modules, and maintenance supplies using CM-Plus, FEDLOG, and commercial catalogs; IAW the Simplified Acquisitions Procedures Handbook, COMDTINST M4200.13 (series); the Supply Policy and Procedures Manual, COMDTINST M4400.19 (series); ELC SupportGram, and the CMPlus User's Guide.

Intent: *Identify the various types of ordering processes (Purchase Order, MILSTRIP) and types (turn in, buy new), determine the proper process to use and successfully identify, price, and order required parts and supplies.*

5.05 **VERIFY** the Electronics Installation Record (EIR) per the Electronics Manual, COMDTINST M10550.25 (series) and the CMPlus User's Guide.

Intent: *To verify the accuracy of the EIR, for funding, staffing, and PMS requirements. Under limited supervision the technician must perform an inventory of at least 25% of electronics equipment required to by recorded in the EIR. The technician must compare the recorded noun name, model/part number, serial number, and location with the actual equipment and update records as required.*

5.06 **SUBMIT** a feedback report (FBR) to correct a deficiency in CGPMS as per the Electronics Manual, COMDTINST M10550.25 (series) and the CGPMS User's Guide.

Intent: *Understand the types of feedback reports, the requirements for a feedback report, and how to complete one.*

5.07 **SUBMIT** form OPNAV 4790C/K to document an electronics equipment configuration change IAW the Electronics Manual, COMDTINST M10550.25 (series), Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series), and the 3M manual, OPNAVINST 4790.

Intent: *Understand the requirements for an accurate configuration record, when a configuration document must be submitted, and how to complete and submit the required forms.*

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5.08 **VERIFY** publications in the electronics department technical library as per the Electronics Manual, COMDTINST M10550.25 (series) and Directives, Publications, & Reports Index, COMDTNOTE 5600.

Intent: *Verify that all required publications are available and current. Verify that at least two current (field changes entered) copies of technical/operators manual for each piece of operational equipment and one technical/operators manual for each piece of test equipment are available.*

5.09 **IMPLEMENT/INSTALL** a Field Change (all types) to an electronics equipment and/or system IAW the Electronics Manual, COMDTINST M10550.25 (series), Ordnance Manual, COMDTINST 8000.6 (series), and Navy Installation and Maintenance book: General Maintenance book (NAVSEA SE000-01-IMB-010, EIMB – General Maintenance, Part VI.

Intent*: To ensure electronics personnel understand the authority and requirements for modifying electronic equipment. Personnel are aware of the various types of modifications, how they are tracked, and how to implement each type of change.*

6.01 **PREPARE** work schedules for subordinates using CMPlus per the CMPlus User's Guide or other methods as prescribed by local policy.

Intent: *Understand the requirements and complexity of developing work schedules for technicians to conduct PMS, repairs, installations, and other work as required to meet mission requirements and standard of service policy. Schedule must be prepared to cover a week at minimum.*

6.02 **VERIFY** the unit's Coast Guard Planned Maintenance System (CGPMS) is accurate IAW the Electronics Manual, COMDTINST M10550.25 (series) and the CGPMS User's Guide.

Intent: *To ensure the Index of Maintenance Procedures (IMP) includes all assigned equipment and all required Maintenance Procedure Cards (MPC) are current and available.*

6.03 **VERIFY** the unit's Navy PMS and configuration reports IAW Ship's Maintenance and Material Management (3M) Manual, OPNAVINST 4790.4 (series), and the CMPlus User's Guide.

Intent: *To ensure that all procedures are current and available in the workbook and working cards for all assigned equipment are available; submit documentation for any required changes or replacements.*

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6.04 **DEVELOP** a PMS schedule for all equipment for at least one quarter; IAW Electronics Manual, COMDTINST M10550.25 (series), CGPMS User's Guide, and Ship's Maintenance and Material Management (3M) Manual, OPNAVINST 4790.4 (series).

***Intent**: Prepare schedules to ensure all equipment is maintained as required, considering workload among personnel, personnel availability, other ship's/units work, and operational schedule.*

6.05 **COMPLETE** a MICA revision per the Electronics Manual, COMDTINST M10550.25 (series), Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series), and the MICA User's Guide.

***Intent:** Understand the requirements of establishing an accurate inventory of parts and equipment and the procedures required correct errors, including establishing requirements, addition/deletion of parts and error reporting.*

6.06 **SUBMIT** a maintenance project using the Current Ship's Maintenance Program (CSMP) per the Naval Engineering Manual, COMDTINST M9000.6 (series) and the CMPlus User's Guide, or Shore Station Maintenance Record (SSMR) per the Civil Engineering Manual, COMDTINST M11000.11 (series), and the Electronics Manual, COMDTINST M10550.25 (series).

***Intent:** Understand when a CSMP or SSMR is required and how to complete and submit a request.*

6.07 **TRACK** the status of maintenance projects under the Current Ship's Maintenance Program (CSMP) per the Naval Engineering Manual, COMDTINST M9000.6 (series) and the CMPlus User's Guide, or Shore Station Maintenance Record (SSMR) per the Civil Engineering Manual, COMDTINST M11000.11 (series), and the Electronics Manual, COMDTINST M10550.25 (series).

***Intent:** Understand the complexities of the CSMP/SSMR process and establish the status of projects for your unit within the process.*

6.08 **SCHEDULE** unit test equipment for calibration per the Electronics Manual, COMDTINST M10550.25 (series), MLC SOP, and the CMPlus User's Guide.

***Intent:** Understand the requirements for calibrating test equipment and schedule development to meet calibration requirements and avoid equipment use conflicts.*

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7.01 **VERIFY** the technical compliance of assigned electronics systems per the Electronics Manual, COMDTINST M10550.25 (series).

Intent: *Review the results from a groom or other system wide evaluation to establish that all supported electronic systems are operating within prescribed specifications and requirements. Initiate any required actions to repair/replace those systems not meeting specifications.*

7.02 **PREPARE** an electronics department annual budget IAW the Electronics Manual, COMDTINST M10550.25 (series), Accounting Manual, COMDTINST M7300.4 (series), Part II, and applicable Area/MLC SOP.

Intent*: Develop an annual budget using previous spending data and future spending requirements estimates. Understand budget development requirements, spending limitations, accounting classifications, and the submission process.*

8.01 **DEVELOP** an Engineering Change Request in accordance with the Naval Engineering Manual, COMDTINST M9000.6 (series), Electronics Manual, COMDTINST M10550.25 (series), and current MLC policies.

Intent: *Understand requirements for an ECR, the ECR process and how to complete and submit an ECR.*

B. PERFORMANCE & TRAINING

5.01 **TRAIN** electronics personnel in operating General Purpose Electronics Test Equipment (GPETE) per the Electronics Manual, COMDTINST M10550.25 (series) and the equipment technical manual.

Intent*: Provide instruction, formal or OJT, to electronics personnel on the application, operation, capability, and availability, of general purpose test equipment for maintaining and repairing electronics equipment.*

5.02 **TRAIN** electronics personnel in the major signal flow and power distribution of assigned electronic systems per the Electronics Manual, COMDTINST M10550.25 (series) and equipment technical manuals.

Intent*: Provide instruction, formal or OJT, to electronics personnel on the signal flow and power distribution of assigned electronics equipment/systems to provide cross-training to assist or assume maintenance and repair responsibilities.*

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6.01 **PREPARE** an annual training plan per the Electronics Manual, COMDTINST M10550.25 (series), Training and Education Manual, COMDTINST M1500.10 (series) and Cutter Training and Qualification Manual, COMDTINST M3502.4 (series).

***Intent**: Understand the requirements for training, the various topics that are required or should be covered, and dealing with scheduling conflicts.*

6.02 **TRAIN** personnel in operation and maintenance of assigned electronic systems per the Electronics Manual, COMDTINST M10550.25 (series), Ordnance Manual, COMDTINST 8000.6 (series), and the equipment technical manuals.

***Intent**: Cross-train personnel. Provide instruction, formal or OJT, to electronics personnel on the maintenance and operation of assigned electronics equipment/systems to assist or assume maintenance and repair responsibilities.*

6.03 **TRAIN** personnel in applicable safety procedures for working in and around installed electronics equipment per the Electronics Manual, M10550.25 (series).

***Intent**: To ensure all ship/unit personnel are aware of the hazards and safety requirements of working in and around electronics equipment, including use of safety equipment and location of power cutoffs.*

6.04 **TRAIN** personnel on safety precautions with equipment, personnel, and explosive material, in relation to radio frequency (RF) hazards/hazards of electromagnetic radiation to ordnance (HERO) fields IAW Electromagnetic Radiation Hazards (Hazards to Ordnance), OP 3565, Vol 2, and systems technical manuals.

***Intent**: Provide instruction, formal or OJT, to all ship/unit personnel on the hazards and precautions required for handling ordnance/explosives around RF radiation sources.*

7.01 **TRAIN** electronics personnel in Coast Guard electronics administration, supply and maintenance procedures per the Electronics Manual, COMDTINST M10550.25 (series), Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series), and ELC SupportGram.

***Intent**: Provide instruction, formal or OJT, to personnel on sources of information for procedures and policies on the management of electronics equipment/systems and the application of those procedures and policies.*

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7.02 **TRAIN** electronics personnel on the organizational structure and role of each level of the Coast Guard's maintenance hierarchy; including ESD, ESU, NESU, MAT, MLC, SMEF, ELC, and HQ as described in the Electronics Manual, COMDTINST M10550.25 (series).

***Intent**: Provide instruction, formal or OJT, to personnel to ensure that personnel know the role of each part of the chain of command for support and operation of units, systems, and equipment in the Coast Guard.*

7.03 **REVIEW** the Electronics Technician competencies (old Qualification Codes) for accuracy and currency IAW Coast Guard Enlisted Qualification Codes Manual, COMDTINST M1414.9 (series).

***Intent**: To ensure that the requirements to earn a competency and those available are in alignment with the current work environment and Coast Guard needs.*

8.01 **REVIEW** the Electronics Technician Enlisted Performance Qualifications (EPQs) IAW the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series).

***Intent:** To ensure that the EPQs are consistent with the current world of work for ET's. Identify errors, omissions, and recommend changes in the EPQs to ensure alignment with the current ET world of work and requirements to meet CG mission needs. Submit recommendations to the ET RFMC at Commandant (G-SRF).*

8.02 **TRAIN** electronics personnel on the process of determining the levels of and acquiring electronics maintenance funding per the Electronics Manual, COMDTINST M10550.25 (series), Accounting Manual, COMDTINST M7300.4 (series), Part II, and applicable Area/MLC SOP.

***Intent**: Provide instruction, formal or OJT, to electronics personnel on how funding is developed and the types (AFC's) of funding for use in maintaining and replacing electronics systems, equipment, repair parts, and supplies.*

8.03 **VALIDATE** staffing levels for electronics personnel vs. workload requirements and submit recommendations for changes per the Staffing Standards Manual, COMDTINST M5312.11 (series).

***Intent**: To understand the workloads (PMS, Corrective, installs, removals, travel, etc...) imposed on your personnel, the distribution of resources, and the requirements to change staffing to ensure safe and effective distribution of personnel and workloads.*

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9.01 **VALIDATE** the metrics in use at your unit and how they are used to develop quality of service standards within your organization. Submit recommendations for change to your Commanding Officer. Criteria and recommendations should be based on, Unit's SOP, Commandant's Quality Award Guidebook, and CG Measurement Strategy and Responsibilities, COMDTINST 5224.9 (series).

Intent: *To understand the measurements in use at your unit to ensure optimal support of units, systems, and personnel within your AOR*.

9.02 **TRAIN** personnel on the Integrated Logistics Support process for developing the maintenance and logistics support philosophies for electronics equipment using the policies as outlined in the System Integrated Logistics Support (SILS) Command Policy Manual, COMDTINST 4105.8 (series) and MLC or SMEF EILSP or Project Managers Guide as applicable.

Intent*: Provide instruction, formal or OJT, to personnel on the process involved in developing a logistics support plan for an electronic system and the content of the Electronics Integrated Logistics Support Plan (EILSP).*

C. SPECIAL & EMERGENCY PROCEDURES

4.01 **DEMONSTRATE** the procedures for extinguishing an electrical fire per the Electronics Manual, COMDTINST M10550.25 (series).

Intent: *The technician must demonstrate the proper procedure for extinguishing an electrical fire, including selection of proper type of extinguisher to use.*

4.02 **DEMONSTRATE** the procedure for rescuing an electric shock victim from an energized circuit as required by the Electronics Manual, COMDTINST M10550.25 (series).

Intent: *The technician must demonstrate the procedure for identifying an electric shock victim. Follow procedures for moving the victim (using cane or pull rope and/or securing power). Follow all applicable precautions to prevent further injury to the victim or injury to himself and obtain assistance for the victim.*

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4.03 **DEMONSTRATE** the procedure for performing Cardio-Pulmonary Resuscitation per current Coast Guard instructions, American Heart Association, or American Red Cross guidelines.

Intent: *The technician must demonstrate the proper procedure for determining need, initiating, and performing single person, adult, CPR for a minimum of 5 minutes. Procedures followed must be IAW current recommended procedures of the American Heart Association.*

4.04 **DEMONSTRATE** tag-out/tag-in procedures for electronics/electrical equipment for maintenance and/or repair as required in the Electronics Manual, COMDTINST M10550.25 (series) and Equipment Tag-Out Procedures, COMDTINST 9077.1 (series).

Intent: *The technician must demonstrate the proper procedure for determining the need to tag-out and tag-in equipment or circuits and properly tag-out/tag-in as required. The technician must complete the process observing all safety and procedural requirements.*

4.05 **DEMONSTRATE** procedures for working aloft, including harness and safety line inspection, wearing of safety harness and head protection and hazards posed by stack gasses or RF radiation sources as required by the Electronics Manual, COMDTINST M10550.25 (series).

Intent: *The technician must describe equipment required to go aloft, safety procedures to follow, and permissions required. Technician must conduct a safety check of all equipment and demonstrate the proper procedure for wearing and using.*

4.06 **IDENTIFY** the hazards presented and protective measures required as listed in a Material Safety Data Sheet (MSDS), Electronics Manual, COMDTINST M10550.25 (series), Hazard Communication of Workplace Materials, M6260.21 (series), Hazardous Waste Management Manual, COMDTINST 16478.1 (series), and applicable Material Safety Data Sheets (MSDS).

Intent: *The technician must demonstrate the safety and storage requirements as listed on a MSDS. At a minimum the technician must be able to identify skin/eye irritant, flammability, flash point, chemical interactions, and respiratory/ventilation precautions.*

4.07 **DEMONSTRATE** the procedures to measure a voltage in excess of 300V per the Electronics Manual, COMDTINST M10550.25 (series).

Intent: *The technician must demonstrate the proper procedure for measuring a voltage in excess of 300 V. The technician must complete the process observing all safety and procedural requirements.*

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4.08 **DEMONSTRATE** the procedures to test high voltage gloves per the Electronics Manual, COMDTINST M10550.25 (series).

Intent: *The technician must state the inspection requirements and demonstrate the proper procedure for testing high voltage gloves and shells.*

5.01 **INSPECT** electronics equipment spaces to ensure required warning signs are posted per the Electronics Manual, COMDTINST M10550.25 (series) and Navy Installation and Maintenance book General Maintenance book (NAVSEA SE000-01-IMB-010, EIMB – General Maintenance, Part VI. Signs include, but are not limited to:

- RF Radiation Hazard
- High Voltage Warning
- Shock Hazard Warning
- CPR
- Multiple Power Sources
- Permissible RF exposure areas
- Toxic Gas warning
- Hearing Protection requirements

Intent: *Understand why and where signs are required, ensure that signs are posted for the safety of all personnel, and take actions required to correct any discrepancies.*

5.02 **DEMONSTRATE** the destruction of documents and equipment as required in the unit emergency destruction plan.

Intent: *Understand what documents/equipment must be destroyed, the conditions and authority required to implement destruction and the acceptable methods used for destruction.*

5.03 **DEMONSTRATE** safety precautions required to eliminate/limit exposure to RF radiation IAW enclosures four, five, six and seven of DODINST 6055.11 "Protection of DoD Personnel from Exposure to Radio Frequency Radiation and Military Exempt Lasers" and the Electronics Manual, COMDTINST M10550.25 (series).

Intent*: Technician knows the sources of RF hazards, exposure limitation methods, physical hazards associated with exposure, and permissible exposure limits to RF radiation.*

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6.01 **INSPECT** the safety conditions and equipment in all department areas of responsibility per the Electronics Manual, COMDTINST M10550.25 (series).

***Intent**: Inspect all assigned electronics equipment and spaces for safety hazards, interlocks in place, exposed wiring or terminals, and the condition of required safety equipment (grounding wands, HV gloves, etc…).*

7.01 **DEVELOP** a department hazardous materials management plan per the Hazardous Materials Management Manual, COMDTINST M16478.1 (series) and the Electronics Manual, COMDTINST M10550.25 (series).

***Intent:** Understand the requirements of a HAZMAT plan and consequences of failing to properly handle HAZMAT.*

D. ELECTRONICS SYSTEMS

4.01 **WEATHERPROOF** an exposed connector IAW Navy Installation and Maintenance book General Maintenance book (NAVSEA SE000-01-IMB-010, EIMB – General Maintenance, Part VI.

***Intent:** Know when and why protection is required and demonstrate the proper procedures to protect exposed connectors from damage or failure caused by water intrusion.*

5.01 **MAINTAIN** fault protection, lightning protection, and signal reference ground subsystems IAW Standard Practice for Shipboard Bonding, Grounding, and other Techniques for Electromagnetic Compatibility and Safety, MIL-STD-1310G, Grounding Bonding and Shielding for Common Long haul/Tactical Communications Systems Including Ground Based Communications-Electronics Facilities and Equipment, MIL-STD-188-124B, Grounding, Bonding, & Shielding for Electronic Equipment & Facilities, MIL-HDBK-419A, and the Electronics Manual, COMDTINST M10550.25 (series).

***Intent:** Understand the purpose and operation of protection circuits. Ensure that power protection circuits are installed and working to protect equipment from power surges and sags in the power system and power surges (lightning) through external wiring and antennas.*

5.02 **TRACE** a point-to-point connection through multiple compartments in accordance with ship's COEDS.

***Intent:** Understand how to interpret a COED listing and translate to physical wiring points for tracing wiring throughout a Cutter.*

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5.03 **DEMONSTRATE** proper storage, handling, and installation practices and precautions for the following cables IAW the Electronics Manual, COMDTINST M10550.25 (series), Navy Installation and Maintenance book General Maintenance book (NAVSEA SE000-01-IMB-010, EIMB – General Maintenance, Part VI. and manufacturers instructions.

- Stranded/Solid single & multiconductor wire
- Coaxial cable
- Heliax
- Multiple conductor
- Fiber Optic
- Cat-5 Network Cable

Intent: *Understand the requirements, limitations, and characteristics of the various types of wire and cable. This includes current, voltage, power capacity, frequency limitations, bend radius, and environmental considerations. Demonstrate the proper selection, installation, and storage requirements for each type of conductor.*

6.01 **INSPECT** facility ground systems per the Standard Practice for Shipboard Bonding, Grounding, and other Techniques for Electromagnetic Compatibility and Safety, MIL-STD-1310G, Grounding Bonding and Shielding for Common Long haul/Tactical Communications Systems Including Ground Based Communications-Electronics Facilities and Equipment, MIL-STD-188-124B, Grounding, Bonding, & Shielding for Electronic Equipment & Facilities, MIL-HDBK-419A, and the Electronics Manual, COMDTINST M10550.25 (series).

Intent: *Understand the requirements of a grounding system, causes and symptoms of noise and EMI generation and ground loops. Examine grounding and bonding points to determine correct bonding methods and conductivity. Evaluate bonding for potential source of electromagnetic interference. Ensure that bonding and grounding methods meet standards and initiate action to correct any deficiencies.*

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To successfully complete these qualifications the technician must complete all common requirements listed in sections A through D for the required grade and the required grade in any one specialty only. Technicians are not required to remain in the previous specialty for subsequent pay grade qualifications. Technicians may change specialties between pay grades by completing the specialty qualifications in the desired grade only. To be eligible for promotion all qualifications for the desired pay grade in any one specialty must be completed. Technicians are not required to qualify on the same systems within a specialty as they progress. It is encouraged that technicians qualify on multiple systems within a specialty or across specialties to increase their knowledge and skills. Specialty qualifications for each grade are the same in content, but not context. The qualification in each grade must be completed at the level described in the intent statement for the qualification and the definition listed for the grade on page 41. Specialty Qualifications are required and cannot be waived or deferred.		
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E. COMMUNICATIONS SPECIALTY

This intent applies to qualifications 4.01 and 4.02.

Intent: *Understand how to use the PMS system, complete a PMS procedure, and develop familiarity with the PMS requirements for communications equipment. When provided the indicated PMS assignments, tools, test equipment, and supplies, the technician must complete the procedure (under supervision) observing all safety and procedural requirements and complete all required records.*

4.01 PERFORM *at least two* planned maintenance procedures on ***at least two*** of the communications systems listed below, provided applicable technical documentation, appropriate electronic test equipment, and tools IAW the Electronics Manual, COMDTINST M10550.25 (series), USCG/USN Maintenance Procedure Cards, and the equipment's technical manual.

- AN/URC-116(V) HF Communications System
- R-2368(V)3 LF/MF/HF Receiver
- RT-9000A HF Communications System
- AN/WSC-3(V) UHF Communications System
- MILSATCOM System
- AN/URC-114(V) HF Communications System
- AN/URT-41(V) HF Transmitter
- CEXH-RF-755A HF Transmitter
- CEJD-MSR-XXXX (ITT McKay) HF Communications System
- KY-58, KG-84, USC-43 Secure Communications equipment

4.02 PERFORM planned maintenance on an antenna and transmission cable, provided applicable technical documentation, appropriate electronic test equipment, and tools IAW the Electronics Manual, COMDTINST M10550.25 (series), USCG Maintenance Procedure Cards, and the equipment technical manual.

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This intent applies to qualifications 4.03 and 4.04.

Intent: *Understand theory of operation of communications equipment, logical troubleshooting procedures, how to identify lowest level of repair, use of standard tools and test equipment, and safety precautions required when working in energized equipment. Under supervision, the technician should be able to identify major failure symptoms and follow logical procedures to isolate the faulty assembly or component.*

4.03 **TROUBLESHOOT** ***at least two*** of the non-operational communications systems listed below to the Lowest Reparable Unit when provided applicable technical documentation, test equipment, and tools IAW the equipment technical manual and the MICA.

- AN/URC-116(V) HF Communications System
- R-2368(V)3 LF/MF/HF Receiver
- RT-9000A HF Communications System
- AN/WSC-3(V) UHF Communications System
- MILSATCOM System
- AN/URC-114(V) HF Communications System
- AN/URT-41(V) HF Transmitter
- CEXH-RF-755A HF Transmitter
- CEJD-MSR-XXXX (ITT McKay) HF Communications System
- KY-58, KG-84, USC-43 Secure Communications equipment

4.04 **TROUBLESHOOT** a non-operational antenna system (including transmission line and patch/switch panel), to the Lowest Reparable Unit when provided applicable technical documentation, test equipment, and tools IAW the antenna system technical manual and the MICA.

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This Intent applies to qualifications 4.05 and 4.06.

Intent: *Demonstrate the proper selection and use of tools, including soldering, precautions required (ESD, power source shut off, safety) while repairing equipment. Under supervision the technician must be able to repair the equipment or system and verify that it is operating within specifications after repair. The technician must complete the process observing all safety and procedural requirements and complete all records to record completion of the repair.*

4.05 **PERFORM** corrective maintenance on at least two of the non-operational communications systems to the Lowest Reparable Unit when provided applicable technical documentation, test equipment, and tools IAW the equipment technical manual and the MICA.

- AN/URC-116(V) HF Communications System
- R-2368(V)3 LF/MF/HF Receiver
- RT-9000A HF Communications System
- AN/WSC-3(V) UHF Communications System
- MILSATCOM System
- AN/URC-114(V) HF Communications System
- AN/URT-41(V) HF Transmitter
- CEXH-RF-755A HF Transmitter
- CEJD-MSR-XXXX (ITT McKay) HF Communications System
- KY-58, KG-84, USC-43 Secure Communications equipment

4.06 **PERFORM** corrective maintenance on a non-operational antenna system (including transmission line and patch/switch panel), to the Lowest Reparable Unit when provided applicable technical documentation, test equipment, and tools IAW the antenna system technical manual and the MICA.

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This intent applies to qualifications 5.01 and 5.02.

Intent: *The technician must be able to identify required PMS assignments from a schedule and select the appropriate MPC cards from the PMS library. The technician must identify all tools, test equipment, and supplies required to complete the PMS procedure. The technician must complete the procedure observing all safety and procedural requirements and complete all required records.*

5.01 **PERFORM** ***at least two*** planned maintenance procedures on ***at least two*** of the communications systems listed below, provided applicable technical documentation, appropriate electronic test equipment, and tools IAW the Electronics Manual, COMDTINST M10550.25 (series), USCG/USN Maintenance Procedure Cards, and the equipment's technical manual.

- AN/URC-116(V) HF Communications System
- R-2368(V)3 LF/MF/HF Receiver
- RT-9000A HF Communications System
- AN/WSC-3(V) UHF Communications System
- MILSATCOM System
- AN/URC-114(V) HF Communications System
- AN/URT-41(V) HF Transmitter
- CEXH-RF-755A HF Transmitter
- CEJD-MSR-XXXX (ITT McKay) HF Communications System
- KY-58, KG-84, USC-43 Secure Communications equipment

5.02 **PERFORM** planned maintenance on a antenna and transmission cable, provided applicable technical documentation, appropriate electronic test equipment, and tools IAW the Electronics Manual, COMDTINST M10550.25 (series), USCG Maintenance Procedure Cards, and the equipment technical manual.

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This intent applies to qualifications 5.03 and 5.04.

Intent: *With limited supervision, the technician must be able to diagnose an equipment or system failure and isolate the failure to the lowest repairable unit. The technician must follow logical troubleshooting procedures. The technician must identify all tools, test equipment, and supplies required to troubleshoot the equipment/system. The technician must complete the process observing all safety and procedural requirements and complete all records.*

5.03 **TROUBLESHOOT** ***at least two*** of the non-operational communications systems listed below to the Lowest Reparable Unit when provided applicable technical documentation, test equipment, and tools IAW the equipment technical manual and the MICA.

- AN/URC-116(V) HF Communications System
- R-2368(V)3 LF/MF/HF Receiver
- RT-9000A HF Communications System
- AN/WSC-3(V) UHF Communications System
- MILSATCOM System
- AN/URC-114(V) HF Communications System
- AN/URT-41(V) HF Transmitter
- CEXH-RF-755A HF Transmitter
- CEJD-MSR-XXXX (ITT McKay) HF Communications System
- KY-58, KG-84, USC-43 Secure Communications equipment

5.04 **TROUBLESHOOT** a non-operational antenna system (including transmission line and patch/switch panel), to the Lowest Reparable Unit when provided applicable technical documentation, test equipment, and tools IAW the antenna system technical manual and the MICA.

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This Intent applies to qualifications 5.05 and 5.06.

Intent: *With limited supervision, the technician must be able to repair the equipment or system and verify that it is operating within operational specifications after repair. The technician must identify the lowest level repairable level and repair or replace the failed part accordingly. The technician must identify all tools, test equipment, and supplies required to complete the repair. The technician must complete the process observing all safety and procedural requirements and complete all records to record completion of the repair.*

5.05 **PERFORM** corrective maintenance on at least two of the non-operational communications systems to the Lowest Reparable Unit when provided applicable technical documentation, test equipment, and tools IAW the equipment technical manual and the MICA.

- AN/URC-116(V) HF Communications System
- R-2368(V)3 LF/MF/HF Receiver
- RT-9000A HF Communications System
- AN/WSC-3(V) UHF Communications System
- MILSATCOM System
- AN/URC-114(V) HF Communications System
- AN/URT-41(V) HF Transmitter
- CEXH-RF-755A HF Transmitter
- CEJD-MSR-XXXX (ITT McKay) HF Communications System
- KY-58, KG-84, USC-43 Secure Communications equipment

5.06 **PERFORM** corrective maintenance on a non-operational whip antenna system (including transmission line), to the Lowest Reparable Unit when provided applicable technical documentation, test equipment, and tools IAW the antenna system technical manual and the MICA.

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This intent applies to qualifications 6.01 and 6.02.

Intent: *The technician must be able to identify required PMS assignments from a schedule and select the appropriate MPC cards from the PMS library. The technician must identify all tools, test equipment, and supplies required to complete the PMS procedure. The technician must complete the procedure observing all safety and procedural requirements and complete all required records.*

6.01 **PERFORM** ***at least two*** planned maintenance procedures on ***at least two*** of the communications systems listed below, provided applicable technical documentation, appropriate electronic test equipment, and tools IAW the Electronics Manual, COMDTINST M10550.25 (series), USCG/USN Maintenance Procedure Cards, and the equipment's technical manual.

- AN/URC-116(V) HF Communications System
- R-2368(V)3 LF/MF/HF Receiver
- RT-9000A HF Communications System
- AN/WSC-3(V) UHF Communications System
- MILSATCOM System
- AN/URC-114(V) HF Communications System
- AN/URT-41(V) HF Transmitter
- CEXH-RF-755A HF Transmitter
- CEJD-MSR-XXXX (ITT McKay) HF Communications System
- KY-58, KG-84, USC-43 Secure Communications equipment

6.02 **PERFORM** planned maintenance on a antenna and transmission cable, provided applicable technical documentation, appropriate electronic test equipment, and tools IAW the Electronics Manual, COMDTINST M10550.25 (series), USCG Maintenance Procedure Cards, and the equipment technical manual.

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This intent applies to qualifications 6.03 and 6.04.

Intent: *The technician must be able to diagnose an equipment or system failure and isolate the failure to the lowest repairable unit. The technician must follow logical troubleshooting procedures. The technician must identify all tools, test equipment, and supplies required to troubleshoot the equipment/system. The technician must complete the process observing all safety and procedural requirements and complete all records.*

6.03 **TROUBLESHOOT** ***at least two*** of the non-operational communications systems listed below to the Lowest Reparable Unit when provided applicable technical documentation, test equipment, and tools IAW the equipment technical manual and the MICA.

- AN/URC-116(V) HF Communications System
- R-2368(V)3 LF/MF/HF Receiver
- RT-9000A HF Communications System
- AN/WSC-3(V) UHF Communications System
- MILSATCOM System
- AN/URC-114(V) HF Communications System
- AN/URT-41(V) HF Transmitter
- CEXH-RF-755A HF Transmitter
- CEJD-MSR-XXXX (ITT McKay) HF Communications System
- KY-58, KG-84, USC-43 Secure Communications equipment

6.04 **TROUBLESHOOT** a non-operational antenna system (including transmission line and patch/switch panel), to the Lowest Reparable Unit when provided applicable technical documentation, test equipment, and tools IAW the antenna system technical manual and the MICA.

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This Intent applies to qualifications 6.05 and 6.06.

Intent: *The technician must be able to repair the equipment or system and verify that it is operating within operational specifications after repair. The technician must identify the lowest level repairable level and repair or replace the failed part accordingly. The technician must identify all tools, test equipment, and supplies required to complete the repair. The technician must complete the process observing all safety and procedural requirements and complete all records to record completion of the repair.*

6.05 **PERFORM** corrective maintenance on ***at least two*** of the non-operational communications systems to the Lowest Reparable Unit when provided applicable technical documentation, test equipment, and tools IAW the equipment technical manual and the MICA.

- AN/URC-116(V) HF Communications System
- R-2368(V)3 LF/MF/HF Receiver
- RT-9000A HF Communications System
- AN/WSC-3(V) UHF Communications System
- MILSATCOM System
- AN/URC-114(V) HF Communications System
- AN/URT-41(V) HF Transmitter
- CEXH-RF-755A HF Transmitter
- CEJD-MSR-XXXX (ITT McKay) HF Communications System
- KY-58, KG-84, USC-43 Secure Communications equipment

6.06 **PERFORM** corrective maintenance on a non-operational whip antenna system (including transmission line and patch/switch panel), to the Lowest Reparable Unit when provided applicable technical documentation, test equipment, and tools IAW the antenna system technical manual and the MICA.

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F. NAVIGATION SYSTEMS SPECIALTY

4.01 PERFORM *at least two* Planned Maintenance procedures on ***at least two*** of the navigation systems listed below, provided applicable technical documentation, appropriate electronic test equipment, and tools IAW the Electronics Manual, COMDTINST M10550.25 (series), USCG/USN Maintenance Procedure Cards, and the equipment's technical manual.

- AN/SPS-69 RADAR
- AN/SPS-73 RADAR
- CELZ-RASCAR 2500C RADAR
- LORAN, DGPS, or GPS Positioning Receiver
- IES-KDF-538, 580, or 581 Direction Finder
- AN/SQN-18 Depth Indicator
- CRP-V-850 Depth Indicator
- DGPS Transmitter Site
- AN/FPN-44/45A LORAN Transmitter
- AN/FPN-64 SSX LORAN Transmitter
- AN/FPN-60 LORAN Timing & Control Set

Intent: *Understand how to use the PMS system, complete a PMS procedure, and develop familiarity with the PMS requirements for navigation equipment. When provided the indicated PMS assignments, tools, test equipment, and supplies, the technician must complete the procedure (under supervision) observing all safety and procedural requirements and complete all required records.*

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4.02 **TROUBLESHOOT *at least two*** of the non-operational navigation systems listed below to the Lowest Reparable Unit when provided applicable technical documentation, test equipment, and tools IAW the equipment technical manual and the MICA.

- AN/SPS-69 RADAR
- AN/SPS-73 RADAR
- CELZ-RASCAR 2500C RADAR
- LORAN, DGPS, or GPS Positioning Receiver
- IES-KDF-538, 580, or 581 Direction Finder
- AN/SQN-18 Depth Indicator
- CRP-V-850 Depth Indicator
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- AN/FPN-44/45A LORAN Transmitter
- AN/FPN-64 SSX LORAN Transmitter
- AN/FPN-60 LORAN Timing & Control Set

Intent: *Understand theory of operation of navigation equipment, logical troubleshooting procedures, how to identify lowest level of repair, use of standard tools and test equipment, and safety precautions required when working in energized equipment. Under supervision, the technician should be able to identify major failure symptoms and follow logical procedures to isolate the faulty assembly or component.*

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- AN/SPS-69 RADAR
- AN/SPS-73 RADAR
- CELZ-RASCAR 2500C RADAR
- LORAN, DGPS, or GPS Positioning Receiver
- IES-KDF-538, 580, or 581 Direction Finder
- AN/SQN-18 Depth Indicator
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- DGPS Transmitter Site
- AN/FPN-44/45A LORAN Transmitter
- AN/FPN-64 SSX LORAN Transmitter
- AN/FPN-60 LORAN Timing & Control Set

Intent: *Demonstrate the proper selection and use of tools, including soldering, precautions required (ESD, power source shut off) while repairing, and general safety required during a repair. Under supervision the technician must be able to repair the equipment or system and verify that it is operating within specifications after repair. The technician must complete the process observing all safety and procedural requirements and complete all records to record completion of the repair.*

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- AN/FPN-60 LORAN Timing & Control Set

Intent: *The technician must be able to identify required PMS assignments from a schedule and select the appropriate MPC cards from the PMS library. The technician must identify all tools, test equipment, and supplies required to complete the PMS procedure. The technician must complete the procedure observing all safety and procedural requirements and complete all required records.*

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Intent: *With limited supervision, the technician must be able to diagnose an equipment or system failure and isolate the failure to the lowest repairable unit. The technician must follow logical troubleshooting procedures. The technician must identify all tools, test equipment, and supplies required to troubleshoot the equipment/system. The technician must complete the process observing all safety and procedural requirements and complete all records.*

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G. TACTICAL/WEAPONS SYSTEMS SPECIALTY

4.01 **PERFORM at least two** Planned Maintenance procedures on ***at least two*** (or MK-92 only) of the tactical/weapons systems listed below, provided applicable technical documentation, appropriate electronic test equipment, and tools IAW the Electronics Manual, COMDTINST M10550.25 (series), USCG/USN Maintenance Procedure Cards, and the equipment's technical manual.

- APX-72 IFF Transponder (cannot be used with the AIMS MK-12)
- AIMS MK-12 IFF System
- AN/URN-25 TACAN System
- AN/SPS-40E Air Search RADAR
- AN/SLQ-32(V) EW System
- AN/WLR-1H EW System
- MK-92 Fire Control System (single requirement)
- MK-15 Close In Weapons System (CIWS)
- AN/SVD-1 Optical Sight

Intent: *Understand how to use the PMS system, complete a PMS procedure, and develop familiarity with the PMS requirements for tactical equipment. When provided the indicated PMS assignments, tools, test equipment, and supplies, the technician must complete the procedure (under supervision) observing all safety and procedural requirements and complete all required records.*

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4.02 **TROUBLESHOOT *at least two*** (or MK-92 only) of the non-operational tactical/weapons systems listed below to the Lowest Reparable Unit when provided applicable technical documentation, test equipment, and tools IAW the equipment technical manual and the MICA.

- APX-72 IFF Transponder (cannot be used with the AIMS MK-12)
- AIMS MK-12 IFF System
- AN/URN-25 TACAN System
- AN/SPS-40E Air Search RADAR
- AN/SLQ-32(V) EW System
- AN/WLR-1H EW System
- MK-92 Fire Control System (single requirement)
- MK-15 Close In Weapons System (CIWS)
- AN/SVD-1 Optical Sight

Intent: *Understand theory of operation of tactical equipment, logical troubleshooting procedures, how to identify lowest level of repair, use of standard tools and test equipment, and safety precautions required when working in energized equipment. Under supervision, the technician should be able to identify major failure symptoms and follow logical procedures to isolate the faulty assembly or component.*

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4.03 PERFORM Corrective Maintenance on ***at least two*** (or MK-92 only) of the non-operational tactical/weapons systems listed below to the Lowest Reparable Unit when provided applicable technical documentation, test equipment, and tools IAW the equipment technical manual and the MICA.

- APX-72 IFF Transponder (cannot be used with the AIMS MKII)
- AIMS MKII IFF System
- AN/URN-25 TACAN System
- AN/SPS-40E Air Search RADAR
- AN/SLQ-32(V) EW System
- AN/WLR-1H EW System
- MK-92 Fire Control System (single requirement)
- MK-15 Close In Weapons System (CIWS)
- AN/SVD-1 Optical Sight

Intent: *Demonstrate the proper selection and use of tools, including soldering, precautions required (ESD, power source shut off) while repairing, and general safety required during a repair. Under supervision the technician must be able to repair the equipment or system and verify that it is operating within specifications after repair. The technician must complete the process observing all safety and procedural requirements and complete all records to record completion of the repair.*

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- APX-72 IFF Transponder (cannot be used with the AIMS MK-12)
- AIMS MK-12 IFF System
- AN/URN-25 TACAN System
- AN/SPS-40E Air Search RADAR
- AN/SLQ-32(V) EW System
- AN/WLR-1H EW System
- MK-92 Fire Control System (single requirement)
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Intent: *With limited supervision, the technician must be able to diagnose an equipment or system failure and isolate the failure to the lowest repairable unit. The technician must follow logical troubleshooting procedures. The technician must identify all tools, test equipment, and supplies required to troubleshoot the equipment/system. The technician must complete the process observing all safety and procedural requirements and complete all records.*

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- AIMS MK-12 IFF System
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Glossary

ANALYZE: Methodically identify and evaluate the circuits and signals used in an electronics system to determine the characteristics and specifications of the equipment or system.

APPLY: To use or assign to a specific purpose as relevant to the application.

AUDIT: Physically sight and count a random selection of supplies or property and document the results.

CALCULATE: Determine a value by mathematical methods, reasoning, or practical experience.

COMPLETE: Follow a process or procedure from initial identification to submission of any required reports or forms.

CONDUCT: To direct an action or evolution as the leader (supervisor).

DEMONSTRATE: To show proficiency in accomplishing a task by simulation or actual performance without actual follow through due to safety or efficiency consequences. (Examples: Cardio-Pulmonary Resuscitation)

DEVELOP: Determine requirements from directives issued by competent authority, establish local requirements, and prepare directive for compliance.

EVALUATE: Determine the status of an assembly, equipment, or system by comparing the results of tests, inspections, or other measurements to design specifications or established requirements.

IDENTIFY: To define the elements, purpose, characteristics, and input and output signals of individual electronic circuits and determine their relation to each other and the system as a whole.

INSPECT: Examine, test, measure, or evaluate people, spaces or equipment for installation, operation, and performance in accordance with established standards, specifications, drawings, technical manuals, directives, policies or other requirements.

INSTALL: Place a new or modified system or equipment and/or software in service in accordance with established procedures, standards, specifications, drawings, directives, and policies.

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LOAD: Transfer a software program from storage media to computer memory.

MAINTAIN: All activities that serve to increase the mean time between failure (MTBF) and/or decrease the total time inoperative (TTI) of electronic equipment or systems. (See maintenance philosophy considerations in next section.)

NEUTRALIZE: Deliver ordnance to an identified target until it is no longer a threat.

OBTAIN: To physically acquire an item from storage, including completion of any required inventory records.

PERFORM: To begin a task and carry through to completion in accordance with applicable instructions and regulations.

PREPARE: Plan, gather, and assemble information to produce a document (i.e., forms and schedules.)

PROCURE: To purchase a required item through an authorized process.

RECORD: To document required information in a record book, database, or other application for later retrieval and review.

REPAIR: To return an electronic assembly to operational status by replacing components or conductors.

REPORT: To gather data and provide information to higher authority in a defined format for an event.

REVIEW: To examine a document or process for accuracy in content and/or format and report errors or updates to the author or controlling authority.

SCHEDULE: To develop a plan, based on time, for allocating resources, people and equipment, and scheduling deadline to accomplish assigned tasks.

SUBMIT: To prepare a report or form following a defined process and forwarding it to the prescribed authority.

TRACE: To physically identify and follow a conductor or conductor bundle (electron or light) from one termination point to another.

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TRACK: To follow the course or progress of an item. i.e. a target on a PPI or a project from submission of request to actual project completion. **TRAIN:** Convey knowledge, demonstrate skills; and measure the transfer of those skills and knowledge using a defined lesson plan and methodology. **TROUBLESHOOT**: To identify a failure at the lowest repairable level in a system or equipment following a logical process. **UPDATE**: Change existing information and records to accurately align them with correct or most recent data, and if required, submit changes to controlling authority to incorporate changes. **VALIDATE**: Determine if information contained in records or developed standards is accurate and applicable to current organization. **VERIFY**: To determine the accuracy of recorded information by comparing to physical evidence.		

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This is a “definition” of what is expected from each level of technician when applying the level of competence determination to successfully complete a performance based qualification.

ET3: Can configure from directions/job aid and perform basic operations on trained equipment. Can perform Planned Maintenance, minor troubleshooting, and minor corrective maintenance on trained systems as part of a team under direct supervision of a Journeyman or Master technician. Can locate and use standard hand tools, test equipment, and supplies.

ET2: In addition to the ET3 requirements, the ET2 should be able to perform installations, modifications, and removals of electronics equipment. Can document equipment capabilities and operations. Can procure standard supplies and parts. Can work independently on assigned tasks with limited supervision, provides one-on-one supervision of apprentice technicians and small teams. Can provide technical training on installed equipment.

ET1: All the above AND Supervision of teams of both apprentice and Journeyman technicians (multiple). Can develop maintenance scheduling, establish equipment requirements, and develop installation, modification, removal plans. Can initiate tasking and work independently without supervision. Can provide training on Coast Guard processes/procedures.

ETC: All the above AND Budget Development AND Management, Training Management, Identifying Equipment Requirements, Liaison with outside entities on Technical Issues, Local Level Project Management, Contracting, Development of Equipment Changes.

ETCS/ETCM: All the above AND Supervision within remote AOR, Multi-Unit Budget Development, Multi-Unit Training Requirements, Multi-Unit Project Management, "All" aspects of career mentoring to people in and out of rating, Liaison with Management (Officers) CG wide, on technical and personnel issues.

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TECHNICAL REFERENCE LIBRARY FOR ELECTRONICS TECHNICIANS

References cited in the qualifications.

CMPlus User's Guide
MICA User's Guide
Naval Engineering Manual, COMDTINST 9000.6 (series)
Civil Engineering Manual, COMDTINST M11000.11 (series)
Operational Reports, NWP 1-03-1
Casualty Reporting (CASREP) Procedures (Materiel), COMDTINST M3501.3 (series)
Electronics Manual, COMDTINST 10550.25 (series)
Simplified Acquisitions Procedures Handbook, COMDTINST M4200.13 (series)
Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series)
ELC Support Gram
3M manual, OPNAVINST 4790.4 (series)
Directives, Publications, & Reports Index, COMDTNOTE 5600
Accounting Manual, COMDTINST M7300.4 (series), Part II
Protection of DoD Personnel from Exposure to Radiofrequency Radiation and Military Exempt Lasers, DODINST 6055.11, encl. 4, 5, 6, 7
Training and Education Manual, COMDTINST M1500.10 (series)
Cutter Training and Qualification Manual, COMDTINST M3502.4 (series)
Ordnance Manual, COMDTINST 8000.6 (series)
Electromagnetic Radiation Hazards (Hazards to Ordnance), OP 3565, Vol 2.
Coast Guard Enlisted Qualification Codes Manual, COMDTINST M1414.9 (series)
Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series)
Staffing Standards Manual, COMDTINST M5312.11 (series)
Commandant's Quality Award Guidebook
Coast Guard Measurement Strategy and Responsibilities, COMDTINST 5224.9 (series)
Acquisition and Management of Integrated Logistics Support for Coast Guard
American Heart Association CPR
Equipment Tag-Out Procedures, COMDTINST 9077.1 (series)
Hazard Communication of Workplace Materials, M6260.21 (series)
Hazardous Waste Management Manual, COMDTINST 16478.1 (series)

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Navy Installation and Maintenance book General Maintenance book (NAVSEA SE000-01-IMB-010, EIMB – General Maintenance, Part VI System Integrated Logistics Support (SILS) Command Policy Manual, COMDTINST M4105.8 (series) Hazardous Materials Management manual, COMDTINST M16478.1 (series) Standard Practice for Shipboard Bonding, Grounding, and other Techniques for Electromagnetic Compatibility and Safety, MIL-STD-1310G Grounding Bonding and Shielding for Common Long haul/Tactical Communications Systems Including Ground Based Communications-Electronics Facilities and Equipment, MIL-STD-188-124B Grounding, Bonding, & Shielding for Electronic Equipment & Facilities, MIL-HDBK-419A, Vols. 1 & 2 **Other Publications of Interest** Systems Times Electronics Materiel Identification Manual, COMTINST M4410.5 (series) One technical manual for each item of test equipment. Two technical manuals for each assigned equipment. National Electric Code, NFPA 70 National Lighting Code, NFPA 78 Shrader's Electronic Communications, McGraw Hill Electronics Installation and Maintenance Books (EIMB) General Handbook Installation Standards Handbook Electronics Circuits Handbook Test Methods and Practices Reference Data EMI Reduction Handbook General Maintenance Handbook Communications Radar Sonar Test Equipment Countermeasures		
NAME *(Last, First, Middle Initial)*	**SOCIAL SECURITY NO.**	

RATING: ELECTRONICS TECHNICIAN	INIT	DATE

Navy Electricity and Electronics Training Series (NEETS)

Module Title

1. Matter, Energy and Direct Current
1. Alternating Current and Transformers
2. Circuit Protection, Control and Measurement
3. Electrical Conductors, Wiring Techniques and Schematic Reading
4. Generators and Motors
5. Electronic Emission, Tubes and Power Supplies
6. Solid-State Devices and Power Supplies
7. Amplifiers
8. Wave-Generation and Wave-Shaping Circuits
9. Wave Propagation, Transmission Lines and Antennas
10. Microwave Principles
11. Modulation Principles
12. Number Systems and Logic Circuits
13. Microelectronics
14. Synchros, Servos and Gyros
15. Test Equipment
16. Radio Frequency Communications Principles
17. Radar Principles
18. Technician's Handbook
19. Glossary and Index
20. Test Methods and Practices
21. Introduction to Digital Computers
22. Magnetic Recording
23. Introduction to Fiber Optics

NAME *(Last, First, Middle Initial)*	**SOCIAL SECURITY NO.**

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-3303C-14 (Rev. 11-02)	**RECORD OF PERFORMANCE QUALIFICATIONS** **IT**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new performance qualifications assigned to their rating. Performance qualifications previously demonstrated, dated and initialed off will not be recertified. Some performance qualifications include intent statements to help clarify the requirements of the task that is to be performed.

RATING	**ABBREVIATION**
INFORMATION SYSTEMS TECHNICIAN (Effective for the NOV 2003 Active Duty and the OCT 2003 Reserve SWE)	IT

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4	**E-5**	**E-6**
E-7	**E-8**	**E-9**

NAME *(Last, First, Middle Initial)*	**SOCIAL SECURITY NUMBER**

SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

RATING: INFORMATION SYSTEMS TECHNICIAN	INIT	DATE

A. INFORMATION SYSTEMS MANAGEMENT

4.01 **IDENTIFY** event log errors in accordance with Microsoft documentation.

***INTENT**: Member should be able to identify and report system errors to appropriate levels.*

4.02 **INSTALL** the Coast Guard Standard Image for the following systems in accordance with current TISCOM documentation and Microsoft Windows NT Administration (Microsoft Press).

a. Primary Domain Controller (PDC)
b. Backup Domain Controller (BDC)
c. Applications Server
d. File and Print Server
e. Client Workstation
f. Laptop

4.03 **INSTALL** and **CONFIGURE** the following peripheral devices in accordance with current TISCOM Hardware Installation and Configuration Documents and manufacturer's documentation:

a. Printers
b. Scanners
c. ZIP Drives
d. CD Towers
e. CDRW
f. SCSI Tape Drives

4.04 **ADD**, **DELETE**, and **MODIFY** users and groups utilizing User Manager and AddUser Program in accordance with current TISCOM and Microsoft documentation.

5.01 **INSTALL** and **MAINTAIN** additional software as required by the Local Configuration Control Boards (LCCB) in accordance with software release notices.

5.02 Given a Primary Domain Controller (PDC), **CONFIGURE** License Manager in accordance with current TISCOM documentation.

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RATING: INFORMATION SYSTEMS TECHNICIAN	INIT	DATE

5.03 Given a system, **UPGRADE** the following computer hardware components in accordance with current TISCOM documentation.

a. Memory
b. Hard Drives
c. Video Cards
d. Sound Cards
e. SCSI Controller

5.04 **INSTALL** and **CONFIGURE** Timbuktu Pro Software for remote systems management in accordance with current TISCOM documentation.

5.05 **INSTALL** and **CONFIGURE** Remote Access Service on a laptop running the Coast Guard Standard Image in accordance with current TISCOM documentation.

6.01 **CONFIGURE** Windows Internet Name Service (WINS) in accordance with current TISCOM documentation.

6.02 **CONFIGURE** dynamic host configuration protocol (DHCP) in accordance with current TISCOM documentation.

B. MICROSOFT EXCHANGE SERVER (MSX)

4.01 Given an operational Microsoft Exchange Server, **ADD, DELETE**, and **MAINTAIN** mailbox resources in accordance with current TISCOM and Microsoft documentation.

4.02 Given an operational Microsoft Exchange Server, **CREATE** and **MAINTAIN** the following MSX Server resources in accordance with current TISCOM and Microsoft documentation.

a. Public Folders
b. Global Distribution Lists
c. Recipients Containers

4.03 Given an operational Microsoft Exchange Server, **IDENTIFY** message transfer agent (MTA) queue congestion in accordance with current TISCOM and Microsoft Exchange Server documentation.

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4.04 **IDENTIFY** errors in MSX server event log in accordance with Microsoft and TISCOM documentation.

***INTENT**: Member should be able to identify and report system errors to appropriate levels.*

4.05 **ADVISE** users on system status, software releases, structure, and policy changes in accordance with Microsoft Sourcebook for the Help Desk (Microsoft Press).

***INTENT**: Member must be able to notify domain customers, to include the use of "netsend", for pending system changes.*

5.01 **CONDUCT** scheduled MSX maintenance in accordance with current TISCOM documentation.

5.02 **PROVIDE** user support regarding Outlook trouble resolution and configuration in accordance with current TISCOM and Microsoft documentation.

6.01 **ASSIGN** and **LIMIT** administrator privileges to Microsoft Exchange in accordance with current TISCOM documentation.

6.02 **INSTALL** and **CONFIGURE** Microsoft Exchange Server in accordance with current TISCOM documentation.

a. Bridgehead Server
b. Member Server

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C. NETWORK MANAGEMENT

4.01 Given transmission impairment measuring sets (TIMS), multi-meters, network analyzers, cable testers or operating system troubleshooting software, **PERFORM** the following tests and **DOCUMENT** in accordance with Electronic Industries Alliance (EIA), Telecommunication Industry Association (TIA) standards and manufacturers technical manuals.

***INTENT**: Member must be able to conduct these tests for the purpose of establishing baselines for new systems and operational testing of existing systems.*

a. PING
b. BERT
c. Trace Route
d. Continuity
e. C-Message Weight
f. Signal to Noise
g. Level
h. Echo Return
i. Near End Cross Talk
j. Far End Cross Talk
k. Frequency Response
l. Wave Jitter
m. 3K Flat
n. Resistance
o. Loop
p. Singing Return Loss
q. Link

4.02 **INSTALL** the following ancillary equipment in accordance with National Electric Code (NEC), Electronic Industries Alliance (EIA), Telecommunication Industry Association (TIA) standards, the Electronics Manual, COMDTINST M10550.25 (series) and manufacturer's technical manuals.

a. Routers
b. Hubs
c. Data Switches
d. UPS
e. Encryption Devices
f. Bit Drivers
g. Media Converters
h. HDSL Units

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RATING: INFORMATION SYSTEMS TECHNICIAN	INIT	DATE

4.03 **INSTALL** the following premise distribution systems in accordance with the National Electric Code (NEC), Electronic Industries Alliance (EIA), Telecommunication Industry Association (TIA) standards and the equipment manufacturer's technical manuals.

INTENT*: Member should be able to pull, terminate, and test cable/fiber.*

a. Category 5 Horizontal Cabling
b. Category 5 Backbone Cabling
c. Fiber Optic Cabling

4.04 Given five separate network casualties, **ISOLATE** each casualty in accordance with current TISCOM documentation, MCSE: TCP/IP Study Guide (Microsoft Press), and manufacturer's technical troubleshooting procedures.

INTENT*: Member is to use all available tools to systematically identify circuit or equipment failures and take appropriate corrective action.*

4.05 Given a restored network casualty, **PERFORM** operational checks in accordance with current TISCOM documentation, MCSE: TCP/IP Study Guide (Microsoft Press), and manufacturer's technical manuals.

INTENT*: Member is to validate the operation of circuits from end-user to end-user after notification by repair technicians that the circuit has been restored, i.e. radio check after repair of a radio landline circuit; send an e-mail after restoration of CGDN+; etc.*

5.01 **CONDUCT** traffic analyses for voice and data networks to provide current and future needs in accordance with current TISCOM documentation, ITU-T Recommendation E.500 Traffic Intensity Measurement Principles and E.492 Traffic Reference Period, Voice Over IP Fundamentals (Cisco Press), and manufacturer's technical manuals.

INTENT*: Member should be able to identify methods of voice and data traffic load measurement, grades of service, traffic types and sampling methods.*

5.02 Given separate unique network casualties, **RESTORE** each casualty in accordance with current TISCOM documentation, MCSE TCP/IP Study Guide (Microsoft Press), and manufacturer's technical manual.

INTENT*: Member is to use all available tools to systematically identify circuit or equipment failures and take appropriate corrective action.*

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RATING: INFORMATION SYSTEMS TECHNICIAN	INIT	DATE

5.03 **INSTALL**, **CONFIGURE**, and **MAINTAIN** line or circuit conditioning equipment in accordance with NAVEDTRA Manuals, Navy Electrical and Electronics Training Series (NEETS), NAVELEX Electronics Information and Maintenance-Bulletin-Electronic Circuits (EIMB), and the equipment manufacturer's technical manual.

6.01 **CREATE** a casualty recovery plan in accordance with the Automated Information Systems (AIS) Security Manual, COMDTINST M5500.13 (series).

7.01 Given a simulated security breach, **RECOMMEND** updates to the network security plan in accordance with the Automated Information Systems (AIS) Security Manual, COMDTINST M5500.13 (series).

7.02 **DESIGN** premise distribution system including carrier equipment in accordance with NAVELEX Manual Designers Planning Manual for Facilities Ashore, Electronics Manual, COMDTINST M10550.25 (series), Electronic Industries Alliance (EIA), Telecommunication Industry Association (TIA) standards, Telcordia standards and current local, state, and federal regulations.

D. TELEPHONY SYSTEMS

4.01 **INSTALL** the following telephone trunking services in accordance with the National Electric Code (NEC), Lee's ABC Tele-Training Volumes 2 and 15, Building Industry Consulting Service International (BICSI) publications and the equipment manufacturer's technical manuals:

a. Loop Start
b. Ground Start
c. Foreign Exchange
d. Toll Free
e. DS-1
f. ISDN
g. Video Conferencing
h. DTS
i. XDSL
l. Channel Banks
m. Shore Tie
n. Ear and Mouth (E&M)
o. Switch Data Services (56K, 128K...)
p. Direct Inward/Outward Dial

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RATING: INFORMATION SYSTEMS TECHNICIAN	INIT	DATE

4.02 Given a functional telephone system, **PERFORM** moves, adds, and changes (MAC's) in accordance with the National Electric Code (NEC), Lee's ABC Tele-Training Volumes 2 and 15, Electronic Industries Alliance (EIA), Telecommunication Industry Association (TIA) standards and manufacturer's technical manuals.

***INTENT**: Member must be able to perform a MAC, from an analog and digital telephone set to the system, to include the software.*

4.03 Given a voice recorder, **PERFORM** the following tasks in accordance with the manufacturers technical manual, Electronic Industries Alliance (EIA), Telecommunication Industry Association (TIA) standards and National Electrical Code (NEC):

a. Verify recorder is operating within normal operating specification.
b. Verify inputs are operating within normal operating specification.
c. Install input
d. Remove input
e. Replace a major component

4.04 **PERFORM** moves, adds, and changes (MAC's) on the following systems in accordance with manufacturer's technical manual:

a. Call Distribution
b. Call Accounting
c. Auto Attendant
d. Voice Mail
e. Voice Processing

4.05 Given five separate systems casualties, **ISOLATE** each casualty in accordance with the manufacturer's technical and troubleshooting manuals.

***INTENT**: Member is to use all available tools to systematically identify circuit or equipment failures and take appropriate corrective action.*

5.01 **INSTALL**, **CONFIGURE**, and **MAINTAIN** the following systems in accordance with the manufacturer's technical manuals:

a. Call Distribution
b. Call Accounting
c. Auto Attendant
d. Voice Mail
e. Voice Processing

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RATING: INFORMATION SYSTEMS TECHNICIAN	INIT	DATE

6.01 **IDENTIFY** alternate communication circuits in order to reroute communications during a casualty in accordance with NAVELEX Manual Designers Planning Manual for Facilities Ashore and Federal Acquisitions and Regulations.

7.01 **IMPLEMENT** and **MAINTAIN** 20% telephone system growth factor in accordance with NAVELEX Manual Designers Planning Manual for Facilities Ashore, Electronics Manual, COMDTINST M10550.25 (series), equipment technical manuals and manufacturer's recommendations.

7.02 **CONTROL** "through dial", direct inward system access (DISA), and external call forwarding in accordance with the Automated Information Systems (AIS) Security Manual, COMDTINST M5500.13 (series).

7.03 **REVIEW** and **MAINTAIN** the standardized telephone numbering system in accordance with NAVELEX Manual Designers Planning Manual for Facilities Ashore, Electronics Manual, COMDTINST M10550.25 (series), equipment technical manuals, manufacturer's recommendations and current local, state, and federal regulations.

8.01 **DEVELOP** a set of requirements for a telephone system prototype in accordance with NAVELEX Manual Designers Planning Manual for Facilities Ashore, Electronics Manual, COMDTINST M10550.25 (series), equipment technical manuals, manufacturer's recommendations and current local, state, and federal regulations.

E. INFORMATION SYSTEMS SECURITY

4.01 **INSTALL** and **MAINTAIN** current anti-virus software on the following systems in accordance with current TISCOM documentation.

a. Servers
b. Workstations

5.01 **IDENTIFY** attempted or actual security breaches in accordance with the Automated Information Systems (AIS) Security Manual, COMDTINST M5500.13 (series) and hardware and software manufacturer's documentation.

***INTENT**: Both data and voice systems are being monitored daily for attempted or actual breaches and initial actions are taken in accordance with unit AIS Security Plan*.

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5.02 Given an AIS Security Plan, **MAINTAIN** AIS security measures in accordance with the Automated Information Systems (AIS) Security Manual, COMDTINST M5500.13 (series).

6.01 **DEVELOP** a unit level Automated Information System (AIS) Security Plan in accordance with the Automated Information Systems (AIS) Security Manual, COMDTINST M5500.13 (series).

6.02 **COMPLETE** a system accreditation checklist in accordance with the Automated Information Systems (AIS) Security Manual, COMDTINST M5500.13 (series).

7.01 **VERIFY** and **CONTROL** system security passwords in accordance with the Automated Information Systems (AIS) Security Manual, COMDTINST M5500.13 (series).

7.02 **CONTROL** access to telecommunication closets, frame rooms, and server rooms in accordance with the Physical Security and Force Protection Program, COMDTINST M5530.1 (series).

***INTENT**: Member is to establish key control procedures for unclassified, locked spaces and to control access to classified spaces via established security procedures.*

7.03 **DEVELOP** an AIS Contingency plan in accordance with current TISCOM documentation, Automated Information Systems (AIS) Security Manual, COMDTINST M5500.13 (series) and unit AIS Security Plan.

7.04 **UPDATE** Contingency plans as necessitated by after action reports in accordance with the Automated Information Systems (AIS) Security Manual, COMDTINST M5500.13 (series).

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RATING: INFORMATION SYSTEMS TECHNICIAN	INIT	DATE

F. GENERAL SYSTEMS SUPPORT AND ADMINISTRATION:

4.01 Given a configured backup schedule, **CONDUCT** system backups for the following systems in accordance with current TISCOM documentation and equipment manufacturer's technical manuals.

***INTENT**: Member should be able to identify and rotate media for backup schedules.*

.

a. Primary Domain Controller (PDC)
b. Backup Domain Controller (BDC)
c. Applications Server
d. File and Print Server
e. Microsoft Exchange Server (MSX)
   (1) Online
   (2) Offline
f. Private Branch Exchange (PBX)
g. Electronic Key System (EKS)
h. Voice Processing
i. Voice Mail
j. Call Accounting
k. Auto Attendant

4.02 **INSTALL** and **CONFIGURE** Uninterruptible Power Supply (UPS) in accordance with the manufacturers technical manuals.

***INTENT**: This applies to self contained UPSs*.

4.03 **MAINTAIN** emergency power systems in accordance with the National Electric Code (NEC), and the equipment manufacturer's technical manuals.

***INTENT**: Perform battery maintenance and validate that the rectifier is working normally, not to include generators.*

4.04 **MAINTAIN** circuit identification, service provider, and technical support contact numbers for installed voice and data systems in accordance with Electronic Industries Alliance (EIA), Telecommunication Industry Association (TIA) standards.

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RATING: INFORMATION SYSTEMS TECHNICIAN	INIT	DATE

5.01 **CONFIGURE** backup schedules on the following systems in accordance with current TISCOM documentation, Microsoft Windows NT Administration (Microsoft Press), and equipment manufacturer's technical manuals:

a. Primary Domain Controller (PDC)
b. Backup Domain Controller (BDC)
c. Applications Server
d. File and Print Server
e. Microsoft Exchange Server (MSX)
   (1) Online
   (2) Offline
f. Private Branch Exchange (PBX)
g. Electronic Key System (EKS)
h. Voice Processing
i. Voice Mail
j. Call Accounting
k. Auto Attendant

5.02 **INSTALL** emergency power systems in accordance with the National Electric Code (NEC) and the equipment manufacturer's technical manuals.

***INTENT**: Install batteries, rectifiers, and inverters. Does not include generators*

5.03 **CREATE** a record of all equipment, circuit identifications, locations, service providers, and resource numbers for all installed voice and data systems in accordance with Electronic Industries Alliance (EIA) and Telecommunication Industry Association (TIA) standards.

5.04 **MAINTAIN** adequate spare parts package in accordance with the Electronics Manual, COMDTINST M10550.25 (series), and the Comptroller Manual, Volume III, Supply and Property, COMDTINST M4400.13 (series).

5.05 **CONDUCT** scheduled system maintenance in accordance with current TISCOM documentation and equipment manufacturer's technical manuals.

5.06 **CREATE** equipment history logs to keep track of equipment failures in accordance with the Electronics Manual, COMDTINST M10550.25 (series).

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RATING: INFORMATION SYSTEMS TECHNICIAN	INIT	DATE

5.07 **MAINTAIN** spare equipment to enable Crisis Action Center (CAC) standup in accordance with the Automated Information Systems (AIS) Security Manual, COMDTINST M5500.13 (series) and Incident Command System (ICS) directives.

6.01 **RESTORE** backups on the following servers to return system to full operations in accordance with current TISCOM/Microsoft documentation and equipment manufacturer's technical manuals.

***INTENT**: Member should be able to restore a system to full operation from a backup set (online and offline)*.

a. Primary Domain Controller (PDC)
b. Backup Domain Controller (BDC)
c. Applications Server
d. File and Print Server
e. Microsoft Exchange Server (MSX)
f. Private Branch Exchange (PBX)
g. Electronic Key System (EKS)
h. Voice Processing
i. Voice Mail
j. Call Accounting
k. Auto Attendant

6.02 **ACQUIRE** parts to replace spare or defective components in accordance with Electronics Manual, COMDTINST M10550.25 (series) and the E/GIP 4408 instruction series.

6.03 **CREATE** a standard troubleshooting job-aid for one of the following systems in accordance with current TISCOM and Microsoft documentation, the manufacturer's technical manual, Electronic Industries Alliance (EIA) and Telecommunication Industry Association (TIA) standards.

a. Network (LAN or WAN)
b. Telephone
c. Windows NT Server
d. MSX Server
e. Windows NT Workstation

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RATING: INFORMATION SYSTEMS TECHNICIAN	INIT	DATE
7.01 Given a plan to standup an Incident Command Center (ICC), **RECOMMEND** appropriate resources for support in accordance with the Automated Information Systems (AIS) Security Manual, COMDTINST M5500.13 (series) and Incident Command System (ICS) directives. ***INTENT**: Member should be able to identify resources necessary to support all voice and data requirements for standing up an ICC to full operational capabilities*. **8.01** Given a scenario, **DEVELOP** ElectronAlt in accordance with NAVELEX Manual Designers Planning Manual for Facilities Ashore, Electronics Manual, COMDTINST M10550.25 (series), and current local, state, and federal regulations. **8.02** Given a scenario, **DEVELOP** ShipAlt in accordance with NAVELEX Manual Designers Planning Manual for Facilities Ashore, Electronics Manual, COMDTINST M10550.25 (series), and current local, state, and federal regulations.		
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DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-3303C-19 (Rev. 11-02)	**RECORD OF PERFORMANCE QUALIFICATIONS OS**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new performance qualifications assigned to their rating. Performance qualifications previously demonstrated, dated and initialed off will not be recertified. Some performance qualifications include intent statements to help clarify the requirements of the task that is to be performed.

RATING	**ABBREVIATION**
OPERATIONS SPECIALISTS (Effective for the NOV 2003 Active Duty and the OCT 2003 Reserve SWE)	OS

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4	**E-5**	**E-6**
E-7	**E-8**	**E-9**

NAME *(Last, First, Middle Initial)*	**SOCIAL SECURITY NUMBER**

SIGNATURE OF SUPERVISOR

DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

RATING: OPERATIONS SPECIALISTS	INIT	DATE

A. COMMUNICATIONS SYSTEMS

4.01 **MONITOR** assigned frequencies in accordance with the Telecommunications Manual (TCM), COMDTINST M2000.3 (series), the Radio Frequency Plan, COMDTINST M2400.1 (series), and local communications plans.

4.02 **BROADCAST** the following on voice and data circuits in accordance with the Telecommunications Manual (TCM), COMDTINST M2000.3 (series) and Area Annex Kilo's:

a. Scheduled
b. Safety
c. Urgent
d. Marine Assistance Request Broadcast (MARB)

4.03 **MAINTAIN** an accurate communications/radio log in accordance with the Telecommunications Manual (TCM), COMDTINST M2000.3 (series) and Naval Telecommunications Procedures – Fleet Communications, NTP 4 (series).

4.04 **PROCESS** information using circuit discipline in accordance with Communications Instructions and Operating Signals, ACP 131 US Supp-1 (series), Communications Procedures, ACP 125 (series), and Radio Users Manual and Radio Users Telephone Manual.

4.05 **ESTABLISH** voice communications on free and directed networks in accordance with the Radiotelephone Handbook, COMDTINST M2300.7 (series) and Radiotelephone Procedures, ACP 125 (series).

4.06 Given information required to be transmitted and received remotely, **PATCH** radio handsets, speakers, and local operating positions in accordance with the Naval Telecommunications Procedures – Navy Ultra High Frequency Satellite Communications, NTP 2 Section 2 (series) and Navy Fleet Pacific Indian Ocean Manual, and Navy Atlantic/Mediterranean instructions Manual, C2300.1 (series) (SHIPBOARD STRAND).

4.07 Given a circuit required to be encrypted, **ALIGN** cryptographic equipment for secure communications in accordance with applicable KAO's.

4.08 **CONFIGURE** transmitters and receivers to process radio signals in accordance with equipment operator manuals.

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RATING: OPERATIONS SPECIALISTS	INIT	DATE

4.09 Given a functional data communications circuit, **CONDUCT** circuit checks on free and directed networks in accordance with the Naval Telecommunications Procedures – Navy Ultra High Frequency Satellite Communications, NTP 2 Section 2 (series), Navy Fleet Pacific Indian Ocean Manual, and Navy Atlantic/ Mediterranean Instructions Manual, C2300.1 (series).

4.10 **SUBMIT** a report of harmful interference in accordance with the Telecommunications Manual (TCM), COMDTINST M2000.3 (series) and Naval Telecommunications Procedures – Fleet Communications, NTP 4 (series).

4.11 **SUBMIT** a radio violation report in accordance with the Telecommunications Manual (TCM), COMDTINST M2000.3 (series) and Naval Telecommunications Procedures – Fleet Communications, NTP 4 (series).

5.01 **CONFIGURE** communication software applications for all local operating positions at own unit in accordance with application user manuals.

6.01 **PREPARE** a communications plan in accordance with Naval Operational Planning, NWP 5-01 (series) and Basic Operational Communications Doctrine, NWP 6-01, (series) and local Operation Orders.

7.01 Given a report of harmful interference, take all appropriate actions to **RESOLVE** harmful interference in accordance with the Telecommunications Manual (TCM), COMDTINST M2000.3 (series) and Naval Telecommunications Procedures–Fleet Communications, NTP 4 (series).

B. COMMUNICATIONS SECURITY

4.01 **PERFORM** the following actions associated with handling COMSEC material in accordance with CMS Policy and Procedures for Navy Tier 2 Electronic Key Management System, CMS-21 (series).

a. Receipt
b. Account
c. Storage
d. Inventory
e. Destruction
f. Issue
g. Transfer

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RATING: OPERATIONS SPECIALISTS	INIT	DATE

6.01 **CONDUCT** COMSEC user training in accordance with CMS Policy and Procedures for Navy Tier 2 Electronic Key Management System, CMS-21 (series).

C. PHYSICAL SECURITY

4.01 **PREPARE** classified material for transmission via the following methods in accordance with the Classified Information Management Program, COMDTINST M5510.23 (series):

a. Electronically
b. U.S. Mail
c. Courier

4.02 **DESTROY** classified material in accordance with the Classified Information Management Program, COMDTINST M5510.23 (series).

4.03 **RECEIPT** for classified material in accordance with the Classified Information Management Program, COMDTINST M5510.23 (series).

5.01 **ADMINISTER** the Communications Tactical and Naval Warfare Publication Libraries in accordance with the COMTAC Publications Index, COMDTINST M2600.1 (series) and Classified Information Management Program, COMDTINST M5510.23 (series).

6.01 Under simulated conditions, **EXECUTE** the Emergency Action Plan (EAP) in accordance with the Classified Information Management Program, COMDTINST M5510.23 (series).

6.02 **ENTER** classified material into the Classified Material Control System in accordance with the Classified Information Management Program, COMDTINST M5510.23 (series).

7.01 **DEVELOP** and **PROMULGATE** the unit security plan and emergency action plan for the protection of national security information in accordance with the Classified Information Management Program, COMDTINST M5510.23 (series) and CMS Policy and Procedures for Navy Tier 2 Electronic Key Management System, CMS-21 (series).

D. PERSONNEL SECURITY

6.01 **REVIEW** personnel security clearance investigation packages for accuracy in accordance with the Military Personnel Security Program, COMDTINST M5520.12 (series).

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RATING: OPERATIONS SPECIALISTS	INIT	DATE

6.02 **CONDUCT** operational security training and briefings in accordance with the Military Personnel Security Program, COMDTINST M5520.12 (series), Classified Information Management Program, COMDTINST M5510.23 (series), and the Physical Security and Force Protection Program, COMDTINST M5530.1 (series).

7.01 **REVIEW** personnel security records for continuous eligibility in accordance with the Military Personnel Security Program, COMDTINST M5520.12 (series).

E. DISTRESS COMMUNICATIONS

4.01 **IDENTIFY** a distress situation in accordance with the Telecommunications Manual (TCM), COMDTINST M2000.3 (series) and the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).

4.02 **ESTABLISH** communications with a vessel in distress in accordance with the Telecommunications Manual (TCM), COMDTINST M2000.3 (series) and the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).

4.03 **COLLECT** and **ANALYZE** distress information in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).

4.04 **ISSUE** Urgent Marine Information Broadcast (UMIB) in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).

4.05 **NOTIFY** appropriate personnel of distress communications in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).

4.06 **ESTABLISH** a communications schedule in accordance with the Telecommunications Manual (TCM), COMDTINST M2000.3 (series) and the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).

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4.07 **COORDINATE** communications between assets in accordance with the Telecommunications Manual (TCM), COMDTINST M2000.3 (series) and the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).

4.08 **COORDINATE** all required documentation for a Search and Rescue (SAR) folder in accordance with U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).

4.09 **MONITOR** a distress situation in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).

4.10 **NOTIFY** supervisory personnel of search and rescue case progress in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).

F. SEARCH AND RESCUE CASE EXECUTION

4.01 **MONITOR** distress, emergency, and safety systems in accordance with the Telecommunication Manual (TCM), COMDTINST M2000.3 (series).

4.02 **MONITOR** domestic agencies and search and rescue (SAR) resource response in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).

4.03 **IDENTIFY** emergent and safety incidents in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).

4.04 **MAINTAIN** search and rescue case documentation in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).

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4.05 **DISSEMINATE** search and rescue case documentation in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).		
5.01 **CONDUCT** appropriate briefings in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).		
6.01 **EVALUATE** urgency of search and rescue (SAR) resource response in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).		
6.02 **SELECT** appropriate search and rescue unit (SRU) response in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).		
6.03 **BREIF** search and rescue units (SRU) in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).		
6.04 **DISPATCH** search and rescue units (SRU) in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).		
6.05 **ESTABLISH** search plans in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).		
6.06 **DISSEMINATE** search plans in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).		
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6.07 **MONITOR** emergent and safety incidents in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series).

G. LAW ENFORCEMENT CASE EXECUTION

4.01 **CONDUCT** a tactical query of the following maritime law enforcement (MLE) systems in accordance with the Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) and applicable system user manuals.

a. Law Enforcement Information System (LEIS)
b. Marine Safety Information System (MSIS)
c. El Paso Intelligence Center (EPIC)
d. National Crime Information Center (NCIC)

4.02 **ENTER** data in to Law Enforcement Information Systems (LIES) in accordance with the LEIS Users Manual.

4.03 **MAINTAIN** tactical status of all available maritime law enforcement (MLE) resources in accordance with the Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) and local operating orders.

5.01 **EVALUATE** the following types of maritime law enforcement (MLE) incidents for appropriate response in accordance with the Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) and Marine Safety Manual, Vol 1 (Administration and Management), COMDTINST M16000.6 (series):

a. Fisheries
b. Drug Enforcement
c. Pollution
d. Alien Migration Interdiction Operations
e. Boating Safety
f. Terrorist

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6.01 **SELECT** the appropriate law enforcement resource for response in accordance with the Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series), U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series)., Marine Safety Manual, Vol I (Administration and Management), COMDTINST M16000.6 (series), and Volume VII, Port Security, Marine Safety Manual, COMDTINST M16000.12 (series) and local operation orders.

6.02 **CONDUCT** the following types of maritime law enforcement (MLE) briefings in accordance with the Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) and local operation orders:

a. Pre/Post-Boarding
b. In/Out-Chop
c. Case Status
d. Daily Operations
e. Statement of No Objection (SNO)/PD-27

H. MARINE/ENVIRONMENTAL SAFETY

6.01 **COORDINATE** appropriate response to an actual or simulated marine incident with the COTP in accordance with local doctrine.

7.01 **PLAN** and **COORDINATE** a marine event using Incident Command System (ICS) doctrine and local COTP directives.

I. INTELLIGENCE

5.01 **DEFINE** the following terms:

a. Intelligence
b. Counter-Intelligence
c. Foreign Intelligence
d. Security
e. Strategic Intelligence
f. Operational Intelligence
g. Tactical Intelligence
h. Law enforcement information
i. Essential Elements of Information (EEI)

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5.02 **COLLECT** intelligence in response to published requirements in accordance with the Coast Guard Intel Manual, COMDTINST SM3800 series).

5.03 **MAINTAIN** an intelligence library as required in accordance with the Coast Guard Intel Manual, COMDTINST SM3800 (series) and AREA guidance.

5.04 **SUBMIT** intelligence photography in accordance with the Coast Guard Intel Manual, COMDTINST SM3800 (series) and AREA guidance.

6.01 **SUBMIT** a request for intelligence (RFI) for specific mission requirements in accordance with the Coast Guard Intel Manual, COMDTINST SM3800 (series).

6.02 **SUBMIT** required reports (IIR/FIR) in response to current intelligence requirements in accordance with the Coast Guard Intel Manual, COMDTINST SM3800 (series).

7.01 **CONDUCT** an intelligence brief for command personnel in accordance with the Coast Guard Intel Manual, COMDTINST SM3800 (series).

J. COMMAND AND CONTROL SYSTEMS

4.01 **ENERGIZE** and **CONFIGURE** a C4I system for operational use in accordance with the manufacturers technical manual.

Intent: *Member must be able to bring a C4I system from a powered down state to full operation and return to a powered down state*

4.02 **PERFORM** the following Automated Radar Plotting Aid (ARPA) functions on installed radar systems in accordance with manufacturer's technical manuals:

a. Intercept
b. Collision Avoidance
c. Trail Maneuvers
d. Navigational Points
e. System Tracks
f. Local Tracks
g. Graphics
h. Man Overboard

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4.03 Given a operational C4I system, **PERFORM** the following actions in accordance with the manufacturer's technical manual:

a. **MAINTAIN** and **PROCESS** tracks
b. **CREATE** position intended movement (PIM) tracks
c. **CREATE** overlays
d. **PROCESS** message traffic
e. **UPDATE** status boards
f. **UPDATE** support tables
g. **LOAD** and **USE** electronic charts
h. **MAINTAIN** the geographic and tactical display

4.04 Given an operational C4I system, **VERIFY** the system is operating properly utilizing maintenance requirements cards (MRC) in accordance with the manufacturer's technical manual.

4.05 Given an operational C4I system, **ESTABLISH** communications via Officer in Tactical Command Information Exchange System (OTCIXS) in order to keep units situationally aware in accordance with the manufacturer's technical manual and supplemental OPTASK messages.

4.06 Given an operational C4I system, **TRANSMIT** and **RECEIVE** the following information in order to keep units situationally aware in accordance with standing orders and supplemental OPTASK messages:

a. Overlays
b. Operator Notes
c. Position Intended Movement (PIM)
d. Tracks
e. Search and Rescue (SAR) Plans
f. Force Over-the-Horizon Track Coordinator (FOTC) Situation Report (SITREP)

4.07 Given an operational C4I system, **PERFORM** the following actions in accordance with Navigation Rules, OPTASK, and operational orders:

a. **ACQUIRE** contacts
b. **TRACK** contacts
c. **IDENTIFY** contacts
d. **EVALUTATE** contacts
e. **DISSEMINATE** track information

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4.08 **DISSEMINATE** relevant navigation and shipping information to the bridge in accordance with Coast Guard Navigation Standards, COMDTINST M3530.2 (series), 270ft WMEC Class Tactical Manual, NWP 3-20.6.22, 378ft WHEC Class Tactical Manual, NWP 3-20.6.23

5.01 Given an operational C4I system, **FUSE** and **CORRELATE** data in accordance with the Worldwide OPTASK and OPORDERS and manufacturer's technical manual.

5.02 Given an operational C4I system, **CONFIGURE** communications circuits in accordance with the manufacturer's technical manual.

5.03 Given an operational C4I system, **CREATE** and **DISPLAY** flight plans in accordance with the Shipboard-Helicopter Operational Procedures Manual, COMDTINST M3710.2 (series).

5.04 Given an operational C4I system, **OPERATE** in the following FOTC modes in accordance with the manufacturer's technical manual and OPTASK.

a. Controller
b. Participant
c. Non-participant

5.05 Given an operational C4I system, **PERFORM** system file cleanup in accordance with the manufacturer's technical manual.

5.06 **DISSEMINATE** piloting information to the conning officer in restricted waters in accordance with Coast Guard Navigational Standards, COMDTINST M3530.2 (series), 270ft WMEC Class Tactical Manual, NWP 3-20.6.22, 378ft WHEC Class Tactical Manual, NWP 3-20.6.23.

5.07 **PERFORM** the duties as Shipping Officer in restricted water in accordance with Coast Guard Navigation Standards, COMDTINST M3530.2 (series), 270ft WMEC Class Tactical Manual, NWP 3-20.6.22, 378ft WHEC Class Tactical Manual, NWP 3-20.6.23.

5.08 **CONDUCT** preflight brief for safe flight following advisory or positive control in accordance with the Shipboard-Helicopter Operational Procedures Manual, COMDTINST M3710.2 (series).

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6.01 Given an operational C4I system, **PERFORM** system security management in accordance with the manufacturer's technical manual.

6.02 Given an operational C4I system, **DEVELOP** search plans in accordance with the U. S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series) and Shipboard-Helicopter Operational Procedures Manual, COMDTINST M3710.2 (series).

K. TACTICAL WARFARE OPERATIONS

4.01 **SET** and **MONITOR** the following conditions in accordance with Electronic Warfare Coordination, NWP 3-13.1.13, Shipboard-Helicopter Operational Procedures Manual, COMDTINST M3710.2 (series), and NAVSEA OP 3565 Volume II (series):

a. Emission Control (EMCON)
b. Hazardous Electronic Radiation to Personnel (HERP)
c. Hazardous Electronic Radiation to Ordinance (HERO)
d. Hazardous Electronic Radiation to Fuel (HERF)

6.01 **PERFORM** the following roles and responsibilities as a composite warfare commander (CWC) and their alternate in accordance with Navy Command and Control Warfare Commanders Manual, NWP 3-13.1.1, Anti-Air Warfare Commanders Manual, NWP 3-01.01, Surface Ship Anti-surface Warfare Commanders Manual, NWP 3-20.3, and Electronic Warfare Coordination, NWP 3-13.1.13:

a. Air Warfare Coordinator
b. Surface Warfare Coordinator
c. Electronic Warfare Coordinator

6.02 **INTERPRET** an ordered EMCON plan in accordance with Electronic Warfare Coordination, NWP 3-13.1.13 and Allied Maritime Tactical Instructions and Procedures, ATP 1 Volume 1.

7.01 **DEVELOP** unit EMCON plan in accordance with Electronic Warfare Coordination, NWP 3-13.1.13 and Allied Maritime Tactical Instructions and Procedures, ATP 1 Volume 1.

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